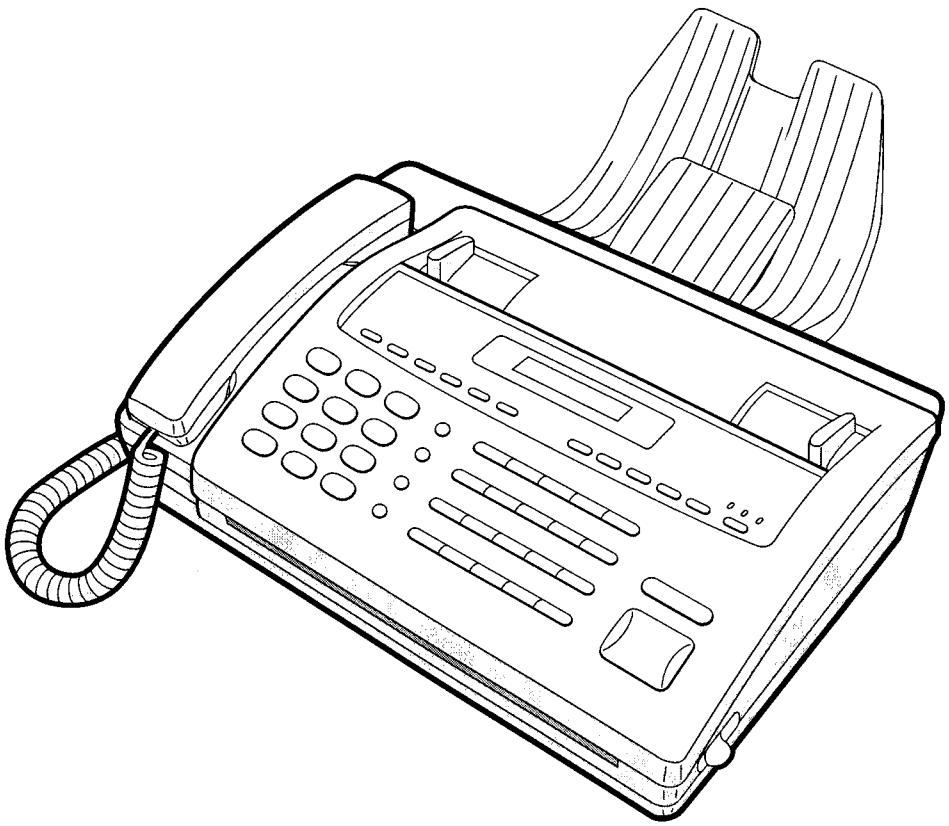
SHARP®

FACSIMILE

MODEL

FO-435

OPERATION MANUAL



This apparatus complies with the requirements of BS 800 (EN 55014) : 1988 and BS 6527 (EN 55022) : 1988.

Dieses Gerät stimmt mit den Bedingungen der EN 55014, 02. 1987 und der EN 55022, 04. 1987 überein.

Cet appareil répond aux spécifications de la EN 55014, 02. 1987 et EN 55022, 04. 1987.

Dit apparaat voldoet aan de vereiste EN 55014, 02. 1987 en EN 55022, 04. 1987.

Apparatet opfylder kravene i EN 55014, 02. 1987 og EN 55022, 04. 1987.

Questo apparecchio è stato prodotto in conformità alle EN 55014, 02. 1987 e EN 55022, 04. 1987.

Αύτή ή σνσκενή τηοεΐ τίς προδιαγροφές τῆς EN 55014, 02. 1987 κατ EN 55022, 04. 1987.

Este aparelho responde às especificações da EN 55014, 02.1987 e EN 55022, 04. 1987.

Este aparato cumple las especificaciones de la EN 55014, 02.1987 y EN 55022, 04. 1987.

CAUTION:
For a complete electrical disconnection pull out the mains plug.

VORSICHT:
Zur vollständigen elektrischen Trennung vom Netz den Netzstecker ziehen.

ATTENTION:
Pour obtenir une mise hors-circuit totale, débrancher la prise de courant secteur.

AVISO:
Para una desconexión eléctrica completa, desenchufar el enchufe de tomacorriente.

VARNING:
För att helt koppla från stömmen, dra ut stick proppen.

ATTENZIONE:
Per un totale scollegamento elettrico rimuovere la spina di corrente.

"The mains outlet (socket-outlet) shall be installed near the equipment and shall be easily accessible."

"De aansluiting op de stroomvoorziening (stopkontakt) moet nabij het apparaat zijn aangebracht en moet gemakkelijk bereikbaar zijn."

Ett nätuttag (vägguttag) bör befinna sig nära utrustningen och vara lätt att tillgå.

La presa di corrente deve essere installata vicino all'apparecchio, e deve essere facilmente accessibile.

El tomacorriente principal se debe encontrat cerca del aparato y debe ser fácil de acceder.

"Die Netzsteckdose (Wandsteckdose) sollte in der Nhe des Gerts installiert werden und leicht zugnglich sein."

Stikkontakten skal være placeret nær faxen og være let tilgængelig.

Pääpistoke (pistokkeen poisto) tulee asentaa lähelle laitetta ja tulee olla helposti poistettavissa.

Stikkontakten må være montert i nærheten av utstyret og den må være lett tilgjengelig.

La prise de courant principale (d'alimentation) doit être située près de l'appareil et facilement accessible.

INTRODUCTION

Congratulations on your purchase of the FO-435, and thank you for choosing Sharp!

The FO-435 is G3 compatible, the most commonly used type of facsimile machine today. It combines a facsimile transceiver and answering machine into a single unit, enabling you to engage in both fax and voice communication with convenience and economy.

This manual gives you easy-to-follow instructions for installing and using the FO-435. The Table of Contents will show you where instructions for using each feature are located. Whilst you may not need to read every section in detail at first, we recommend you at least review them briefly.

The following layout standards are used in this manual:

- Keys, switches, and labels on the machine are indicated in **BOLD** print.
- Messages appearing in the display are indicated in CAPITAL LETTERS.

If you have any questions or problems which cannot be solved by reading this manual, please contact your Sharp dealer or service agent.

IMPORTANT

- *Do not open the machine during operation (transmitting, receiving, or copying).*
- *Do not spill any liquids on the machine. These can damage the internal circuitry.*

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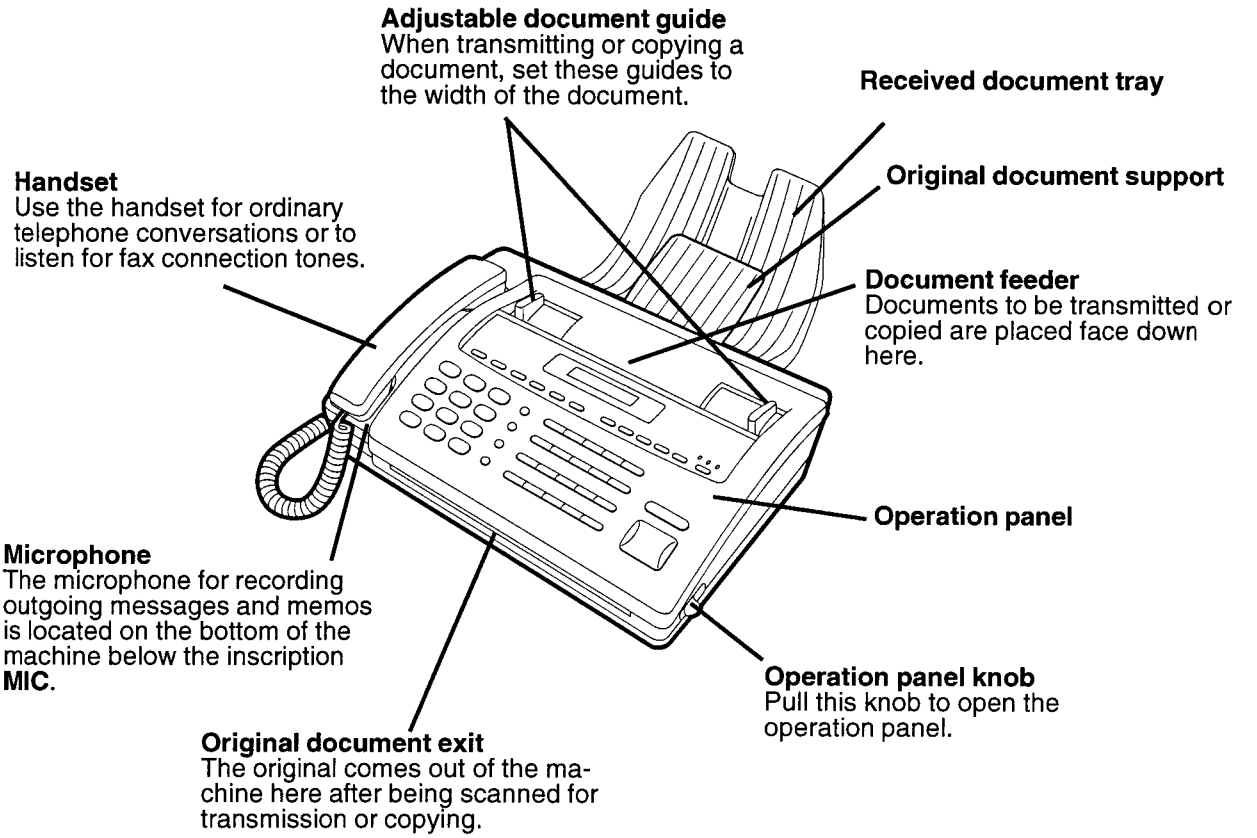
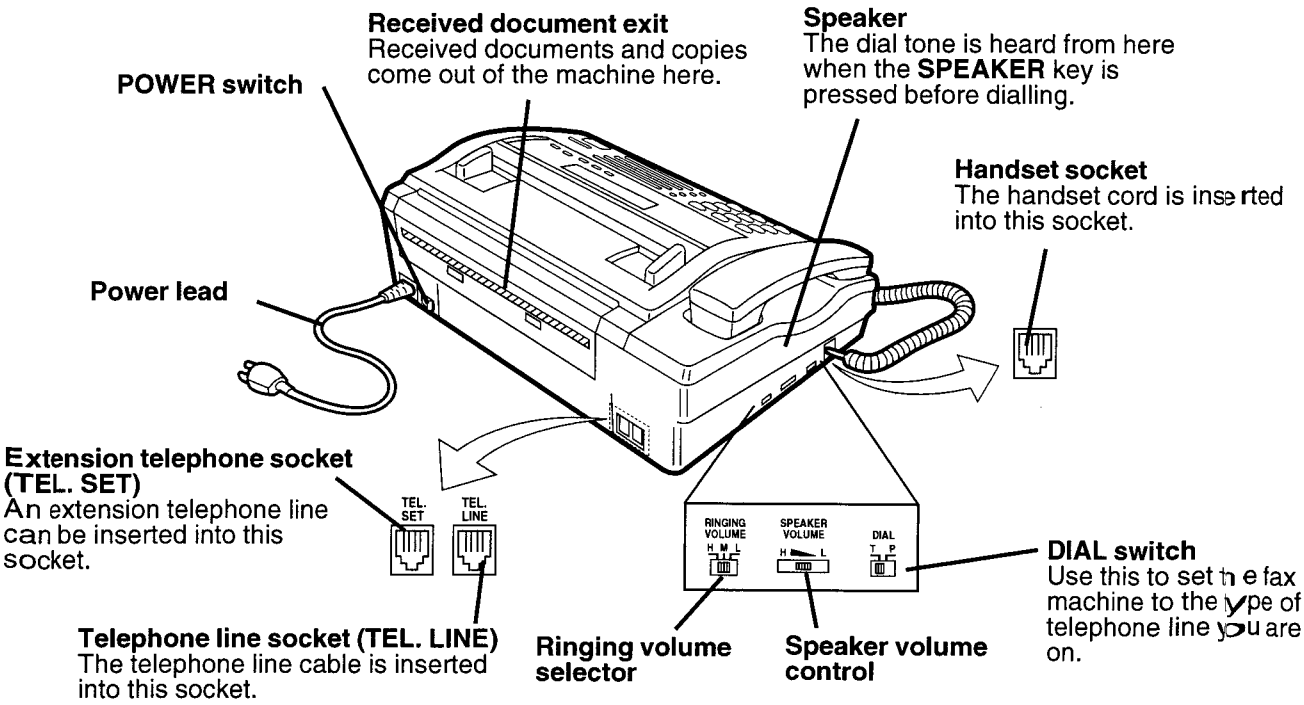
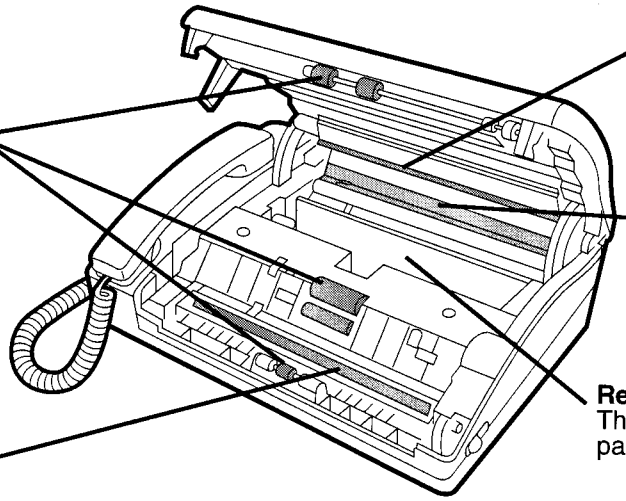
1. A LOOK AT THE MACHINE


Adjustable document guide
When transmitting or copying a document, set these guides to the width of the document.
Received document tray
Original document support
Handset
Use the handset for ordinary telephone conversations or to listen for fax connection tones.
Document feeder
Documents to be transmitted or copied are placed face down here.
Operation panel
Microphone
The microphone for recording outgoing messages and memos is located on the bottom of the machine below the inscription **MIC.**
Operation panel knob
Pull this knob to open the operation panel.
Original document exit
The original comes out of the machine here after being scanned for transmission or copying.


Received document exit
Received documents and copies come out of the machine here.
Speaker
The dial tone is heard from here when the **SPEAKER** key is pressed before dialling.
POWER switch
Handset socket
The handset cord is inserted into this socket.
Power lead
Extension telephone socket (TEL. SET)
An extension telephone line can be inserted into this socket.
TEL. SET
TEL. LINE
RINGING VOLUME
SPEAKER VOLUME
DIAL
DIAL switch
Use this to set the fax machine to the type of telephone line you are on.
Telephone line socket (TEL. LINE)
The telephone line cable is inserted into this socket.
Ringing volume selector
Speaker volume control



Document rollers
These move the document through the machine during scanning.

Recording head
This applies heat to the recording paper to print out documents which have been received or copied.

Paper cutter guide
The end of the recording paper is fed through here.

Reading glass
This scans the document for transmission and copying.

Recording paper compartment
This holds the roll of recording paper.

Liquid crystal display
This displays various messages during operation and programming.

DELETE key
Press this key to erase incoming messages.

SKIP key
Press this key to skip to the next incoming message during playback.

REC key
Press this key after the **OGM** key has been pressed to record an outgoing message.

RESOLUTION key
Press this key to adjust the resolution and contrast before sending or copying a document.

PLAY key
Press this key to play your incoming messages.

FUNCTION key
Press this key to select various special functions.

REPEAT key
Press this key to listen to an incoming message again during playback.

R key
If you are on a P.B.X. extension, use this key to transfer or put the other party on hold.

OGM key
Press this key to record or check the outgoing message for the answering machine.

Reception mode key
Press this key to select the mode of reception.

MEMO key
Press this key to record a phone conversation or a message for other users of the machine.

POLLING key
Press this key to poll (activate transmissions from) other fax machines.

Numeric keys
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

STOP key
Press this key to stop operations before they are completed.

HOLD key
Press this key to put the other party on hold during a telephone conversation.

SPEED DIAL key
Press this key to dial a 2-digit Speed Dial number.

START/COPY key
Use this key to start transmission, reception, or copying.

SPEAKER key
Press this key to dial a number without picking up the handset.

REDIAL key
Press this key to automatically redial the last number dialled.

Rapid Keys
Press one of these keys to dial a fax or voice number automatically. (Note that you must attach the Rapid Key labels.)

2. INSTALLATION

SITE SELECTION

Take the following points into consideration when selecting a site for your FO-435:

Environment

- The fax must be installed on a level surface.
- Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- Provide easy access to the front, back, and sides of the fax. In particular, keep the area in front of the fax clear, or the original document may jam as it comes out after scanning.
- The humidity should be between 30% and 85% (without condensation).

Electricity

A 220-230 V, 50 Hz, earthed (2-prong) AC outlet is required.

"The mains outlet (socket-outlet) shall be installed near the equipment and shall be easily accessible."

Caution!

- *If your area experiences a high incidence of lightning or power surges, we recommend that you install a surge protector for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.*

Telephone socket

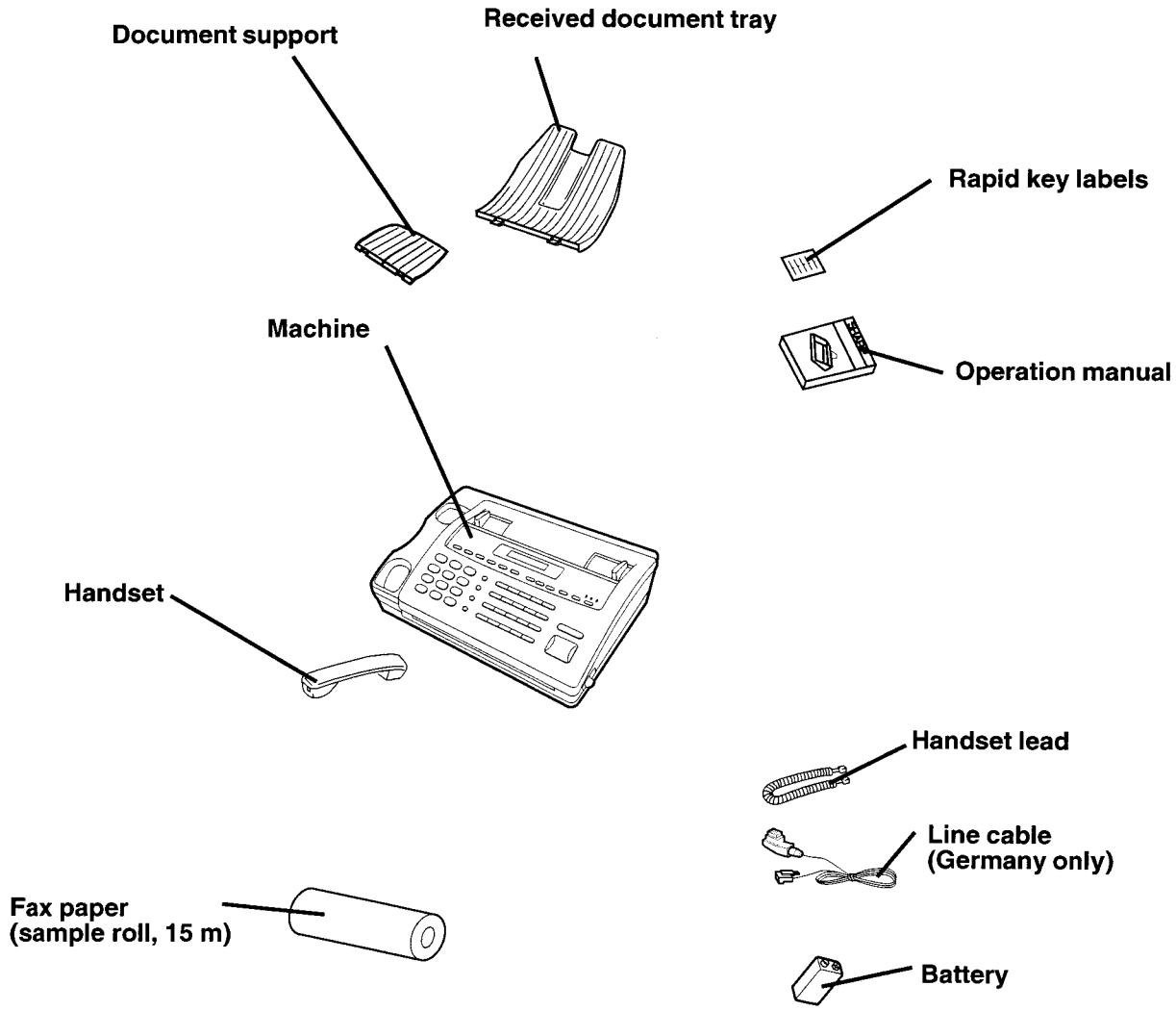
A standard telephone jack must be located near the machine.

If the machine is moved from a cold to a warm place...

If the machine is moved from a cold to a warm place, it is possible that the reading glass may mist up due to condensation, preventing proper scanning of documents for transmission. To remove the mist, turn on the power and wait approximately 2 hours before using the machine.

UNPACKING

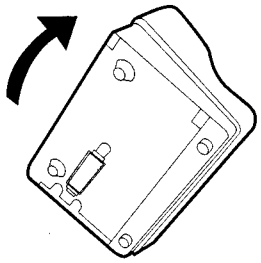
Take the fax machine out of the box carefully, and remove all packing material. Make sure you have all the items listed below. If any are missing, contact your dealer.



INSTALLING THE BATTERY

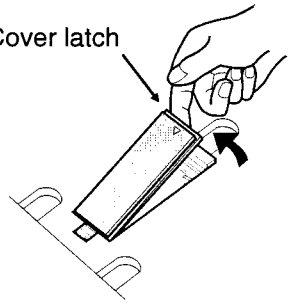
The 9 volt battery keeps the answering machine's outgoing and incoming messages in memory if the power is turned off or a power failure occurs. Follow the steps below to install it.

1



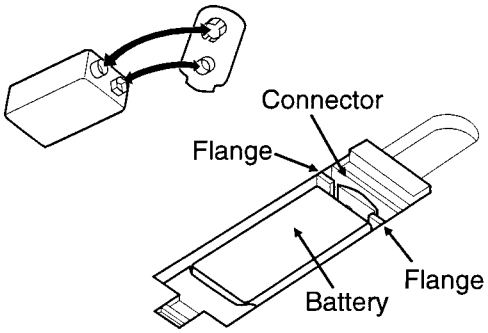
Tilt the machine up on its right side.

2



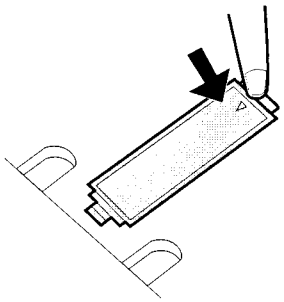
Press the cover latch, and remove the cover.

3



Snap the connector onto the terminals of the battery, and insert the battery into the compartment so that the flanges on each side of the compartment slide in between the connector and the battery.

4



Replace the cover, and set the machine down.

Important:

- *If the machine is sent out for repair or left for a long time with the power off, remove the battery. This will prevent fluid leakage as well as keep the battery from dying.*

About battery life and replacement

Battery power is consumed mainly when the machine is turned off. With the power kept off, the life of the battery is about 6 to 8 hours at room temperature.

To check whether the battery is live, press the **REC** key when the machine is in standby mode (this is when the date and time appear in the display). A message will appear in the display telling you whether or not the battery needs replacement.

If the battery dies while the power is off, REPLACE BATTERY will appear in the display when the power is turned on. To make the display return to stand-by mode, press the **STOP** key.

Important:

- *Regardless of whether the battery is live or not, replace it after 1.5 years. Batteries older than 1.5 years may leak fluid, causing damage to the circuitry of the machine.*
- *Be sure to use only a 9 volt battery for replacement. The use of any other battery may damage the machine.*
- **Do not** *turn off the power when replacing the battery, or any messages recorded will be lost.*

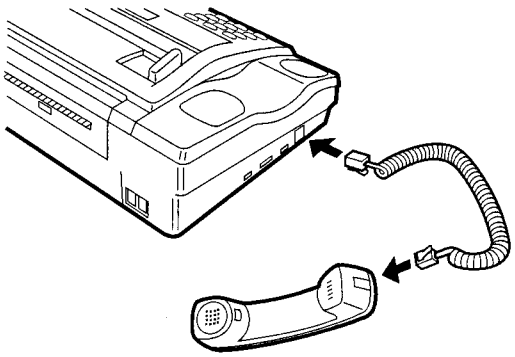
Note: *If you turn off the power while replacing the battery, an abnormal sound may result when you play back messages later. If this occurs, you must clear the message memory. This is done by pressing the* **OGM** *key and then the* **DELETE** *key.*

When discarding a battery...

When discarding old batteries, be sure to follow local, state, and federal environmental regulations for proper battery disposal.

ASSEMBLY AND CONNECTIONS

1

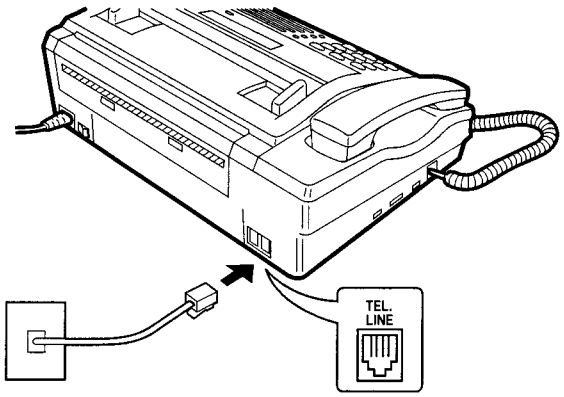


Connect the handset cord to the handset and the machine as shown.

- The ends of the handset cord are identical, so they will go into either socket.

Place the handset on the handset rest.

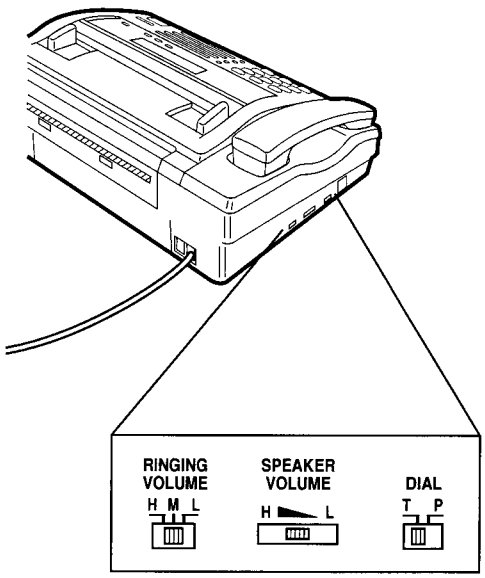
2



Insert one end of the line cord into the socket on the back of the machine marked TEL. LINE. Insert the other end into a wall telephone jack.

- If you are connecting the machine to a PBX, you will need to make appropriate settings for User Switch 10. See Chapter 10, "Optional settings".

3



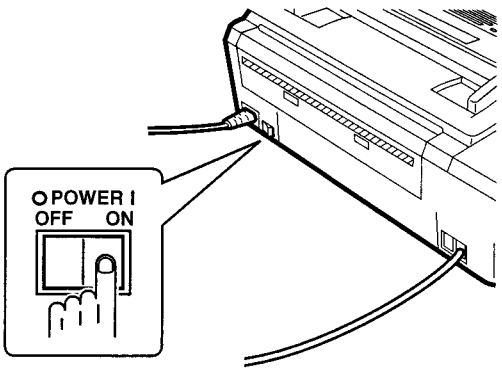
Adjust the volume switches on the left side of the machine:

- **RINGING VOLUME**: Set the switch at high (**H**), medium (**M**), or low (**L**) as desired.
- **SPEAKER VOLUME**: Adjust the setting from high (**H**) to low (**L**) as desired.

Set the mode of dialling with the DIAL switch. Select "T" if you are on a tone dial line, or "P" if you are on a pulse dial line.

Denmark, Sweden, Norway: The mode of dialling is fixed at tone dialling (pulse dialling cannot be selected with the **DIAL** switch).

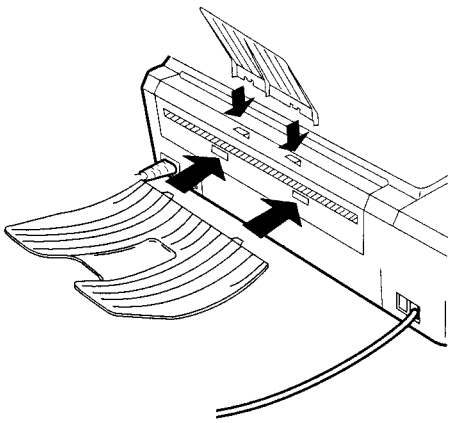
4



Plug the power lead into a 220-230 V, grounded (2-prong) AC outlet.

Press the power switch to turn on the power.

5



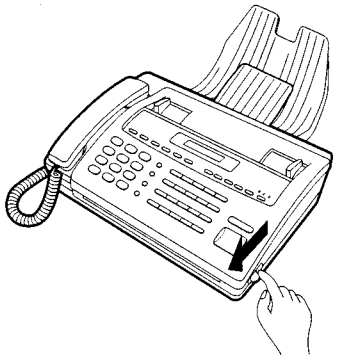
Mount the document support and the received document tray by inserting the tabs of each into the holes at the rear of the machine as shown.

LOADING THE FAX PAPER

• **Note:**

The paper roll provided is only a sample roll which is 15 m long. When replacing the paper, use a standard 30 m roll as described in "Recording paper" in Chapter 12.

1

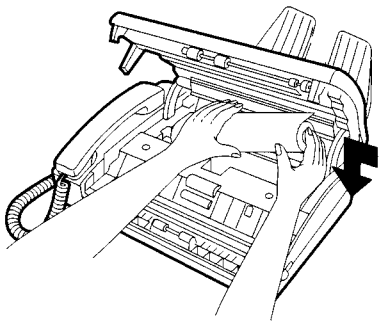


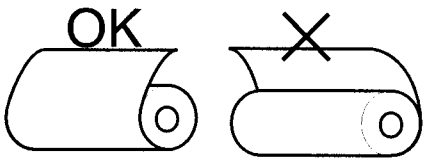
Pull the operation panel knob on the right side of the machine forward, and open the operation panel.

- The buzzer will sound briefly.

Remove the packing paper from the paper compartment.

2

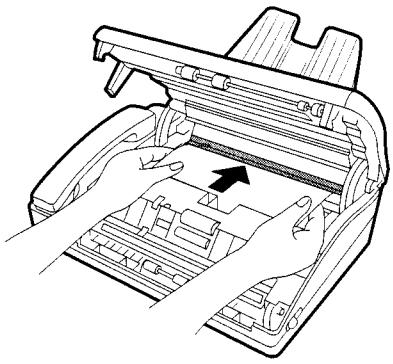




Unwrap the roll of recording paper and insert it in the compartment.

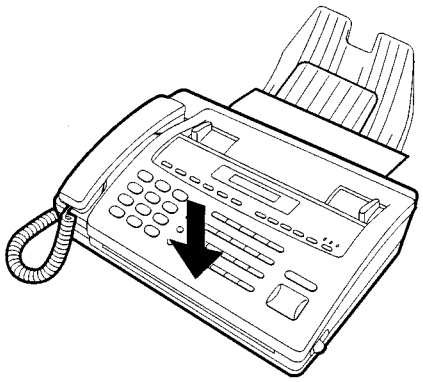
- Make sure the hubs on each side of the compartment fit into the ends of the roll. The hub on the left side is mounted on a spring to allow for insertion.
- **Important:** The roll must be placed so that the leading edge of the paper feeds from the top of the roll. (The paper is only coated on one side for printing—if the roll is placed upside down, nothing will be printed.)

3



Pass the leading edge of the paper under the cutter guide and pull it out through the received document exit. Remove any slack.

4



Close the operation panel by gently pushing down on the centre. A short length of the recording paper will be fed out and cut off.

- If this does not happen, repeat the loading procedure.

3. INITIAL PROGRAMMING

ENTERING YOUR NAME AND FAX NUMBER

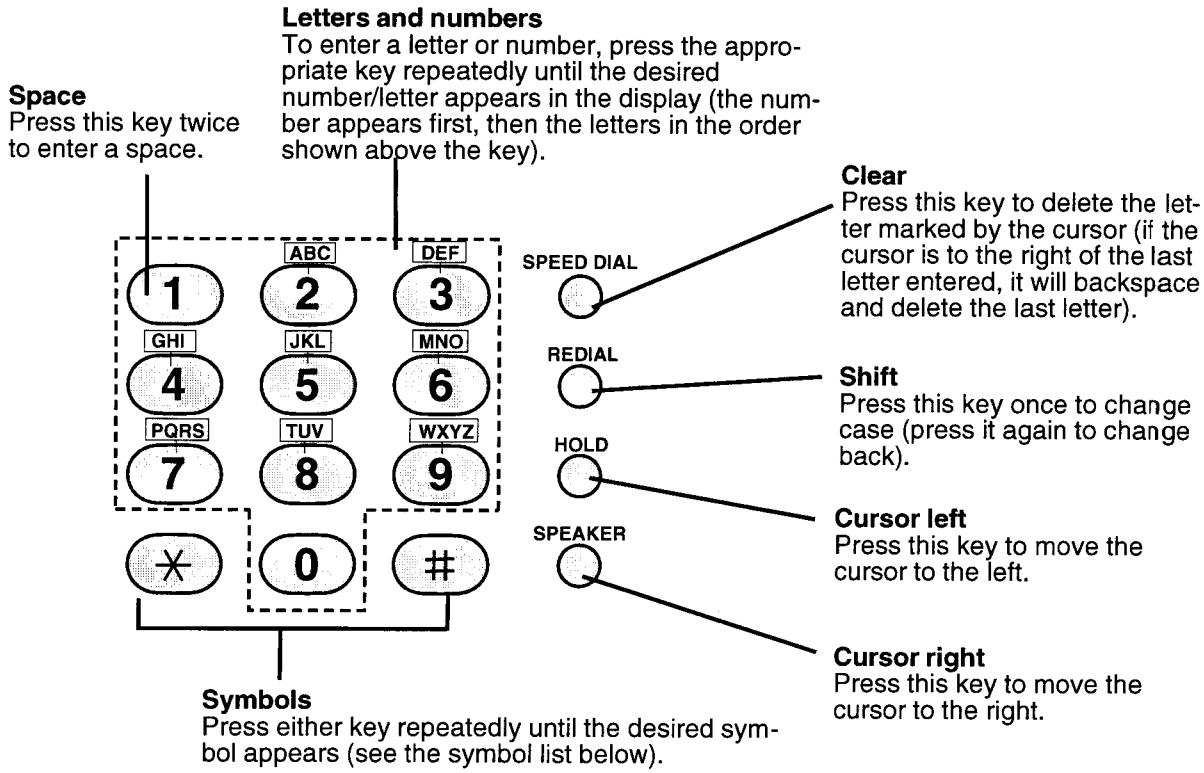
To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

- If you enter an incorrect number or letter, press the **HOLD** key to move the cursor back to the mistake, then enter the correct number or letter. (To move the cursor forward, press the **SPEAKER** key.)

Step	Press these keys:	Comments
1	FUNCTION, 3	"ENTRY MODE" will appear in the display.
2	✳, ✳	"OWN PASSCODE SET" will appear in the display.
3	START/COPY	
4	5 5 5 1 2 3 4 (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "✳" key.)
5	START/COPY	
6	2 3 4 ... 5 (Example)	Enter your name (see the following page). Max. of 24 characters. If you don't want to make an entry, skip this step.
7	START/COPY	
8	STOP	Exit.

ENTERING LETTERS FOR NAMES

To enter letters and symbols during a name storing procedure, press the panel keys as shown below.


Letters and numbers
To enter a letter or number, press the appropriate key repeatedly until the desired number/letter appears in the display (the number appears first, then the letters in the order shown above the key).
Space
Press this key twice to enter a space.
ABC
DEF
1
2
3
GHI
JKL
MNO
4
5
6
PQRS
TUV
WXYZ
7
8
9
*
0
#
SPEED DIAL
REDIAL
HOLD
SPEAKER
Clear
Press this key to delete the letter marked by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).
Shift
Press this key once to change case (press it again to change back).
Cursor left
Press this key to move the cursor to the left.
Cursor right
Press this key to move the cursor to the right.
Symbols
Press either key repeatedly until the desired symbol appears (see the symbol list below).

- *To enter two letters in succession which require using the same key, press the* **SPEAKER** *key once after entering the first letter, then enter the second letter.*
- *To change one letter to another, move the cursor to that letter and enter the desired letter. The new letter will replace the old one.*

Symbol list

# →	←*
. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←	

At the end of the list, letters particular to the language currently selected with User Switch will appear. These are as follows:

German	Ä	Ö	Ü	ä	ö	ü
French	à	â	é	è	ï	û
Swedish	Å	Ä	Ö	å	ä	ö
Finnish	Å	Ä	Ö	å	ä	ö
Spanish	Ñ	ñ	á	é	í	ó
Italian	é	è	ù	ò	ì	à
Danish	Æ	Ø	Å	æ	ø	å
Dutch	ÿ					

Note:

Not all of the above languages may be available for selection on your machine.

SETTING THE DATE AND TIME

The date and time appear in the display, in reports, are printed at the top of each page you transmit, and are used for timer operations. Set the date and time by pressing the keys on the operation panel as shown below.

- *To correct a mistake, press the* **SPEED DIAL** *key to move the cursor back to the mistake, and then enter the correct number.*
- *The day of the week is set by entering a code number. Code numbers are as follows:*

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

- *The FO-435 will automatically change the time setting at the beginning and end of daylight saving time.*

Step	Press these keys:	Comments
1	FUNCTION, 3	Select ENTRY MODE.
2	✳	Move to DATE & TIME SET.
3	START/COPY	
4	1, 1 (Example)	Enter the day (2 digits: "01" to "31").
5	1, 2 (Example)	Enter the month (2 digits: "01" to "12").
6	9, 4 (Example)	Enter the year (2 digits).
7	4 (Example)	Enter the day of the week by entering the appropriate code number (see above table).
8	1, 0 (Example)	Enter the hour (2 digits: "00" to "23").
9	2, 5 (Example)	Enter the minute (2 digits: "00" to "59").
10	START/COPY	The clock will now start.
11	STOP	Exit.

STORING NUMBERS FOR AUTOMATIC DIALLING

(This section is not necessary for basic operation of the FO-435—if desired, you can go directly to Chapter 4, "Basic operations".)

Automatic dialling is a quick and convenient way of dialling which is performed by either pressing a Rapid Key (Rapid Key Dialling), or pressing the **SPEED DIAL** key and entering a 2-digit number (Speed Dialling). It can be used for both fax transmissions and voice calls.

To use automatic dialling, you must first store the full number in your fax. At this time, you assign a 2-digit Speed Dial number to it, and you can also enter a name which appears in the display when the number is dialled. Up to 50 numbers can be stored.

- Speed Dial numbers from "01" to "20" can be used for both Rapid Key Dialling and Speed Dialling; Speed Dial numbers from "21" to "50" can only be used for Speed Dialling.
- To allow easy identification of the Rapid Keys, attach each strip of Rapid Key labels above the appropriate row of Rapid Keys. The layout of the keys is shown in Chapter 1.

Chain Dialling for long numbers

The maximum number of digits which may be entered when storing a telephone or fax number is 20. If you need to store a number which is longer than 20 digits, use Chain Dialling.

Chain Dialling allows you to combine two or more automatic dialling numbers, or use an automatic dialling number followed by additional digits entered manually with the numeric keys, to dial a single number. In addition to being convenient for storing long numbers, it allows you to store an area code or access code as an automatic dialling number.

For example, to store a 26-digit number for automatic dialling, you would need to break it into two parts:

1.
Store the first 20 digits into one Speed Dial number ("01", for example) using the storing procedure on the following page, and press "1" in Step 9 of that procedure to specify it as a Chain Dialling number (when dialling, this tells the machine to wait for the remainder of the telephone number when you use the Speed Dial number "01").
2.
Store the remaining 6 digits into a separate Speed Dial number ("02", for example), and this time press "2" in Step 9 on the following page to specify that it is not a Chain Dial number (this tells the machine that the final part of the number has been dialled).

In this way, you specify all parts of the number but the last as Chain Dial numbers.

- The maximum number of digits which can be dialled at one time by Chain Dialling is 40.

Storing numbers

- *When storing an international number, you must press the* **HOLD** *key after you enter the access code for international numbers (this directs the machine to detect the dial tone, a step which is necessary in some areas).*
- *If the machine is connected to a PBX, numbers dialled by Automatic Dialling are automatically transferred to the public line (you do not have to enter the access code, etc. for an outside line when storing the number). To store a number which is within your PBX, press the* **HOLD** *key before entering the number.*
- *If you are entering a number which requires waiting time between certain digits, press the* **REDIAL** *key. This will insert a pause of 4 seconds (you can press the key more than once if necessary). For example, if the number you are storing involves accessing a special telephone service, you might need to add a pause after entering the access code for that service.*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*

Step	Press these keys:	Comments
1	FUNCTION 3	Select ENTRY MODE.
2	#	FAX/TEL. # MODE will appear in the display.
3	1	Select SET.
4	0 1 (Example)	Enter a 2-digit number (from 01 to 50) using the numeric keys. This will be the Speed Dial number.
5	5 5 5 5 2 5 4 (Example)	Enter the fax or voice number (max. of 20 digits including pauses) using the numeric keys.
6	START/COPY	
7	2 3 4 ... 5 (Example)	Enter the name of the location or party by pressing numeric keys as described in "Entering Letters for Names" in this chapter (max. of 10 characters). If you don't want to enter a name, skip this step.
8	START/COPY	
9	1 or 2	Press "**1**" if you want to specify the number as a Chain Dialling number (see the previous page). Otherwise, press "**2**" or **START/COPY**.
10	Step 4 or STOP	Return to Step 4 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Step	Press these keys:	Comments
1	FUNCTION 3	Select ENTRY MODE.
2	#	Move to FAX/TEL. # MODE.
3	2	Select CLEAR.
4	0 1 (Example)	Enter the Speed Dial number which you want to clear using the numeric keys.
5	START/COPY	
6	Step 4 or STOP	Return to Step 4 to clear another number, or press **STOP** to exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display (Steps 5 and 7, respectively).

Numbers and letters are changed as described in "Entering letters for names" in this chapter.

♦ ***A lithium battery keeps automatic dialling numbers in memory***

Your fax uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off.

Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years.

If the battery fails, have your dealer or service agent replace it. Do not try to replace it yourself.

4. FAX OPERATIONS

TRANSMISSION

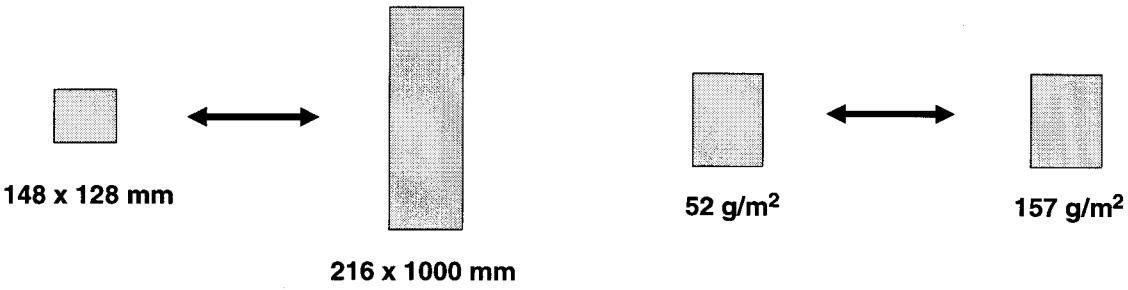
Transmittable documents

Your fax can transmit most standard office documents. Specific guidelines are as follows:

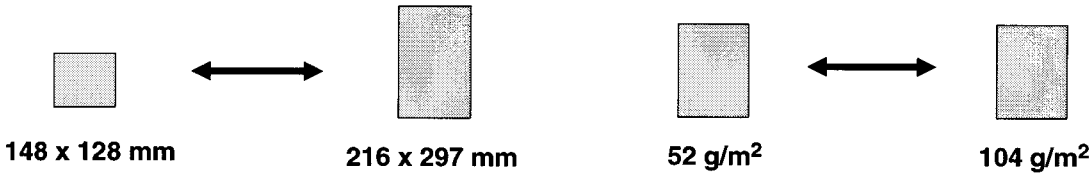
Size and weight

The size and weight of documents which you can load in the document feeder depends on whether you load one sheet at a time or several sheets at once.

One sheet at a time:



Several sheets at once:



- **Note:**

The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.

Scanning width:	*210 mm*
Scanning length:	*The length of the sheet minus 4 mm from both the top and bottom edges.*

Other restrictions

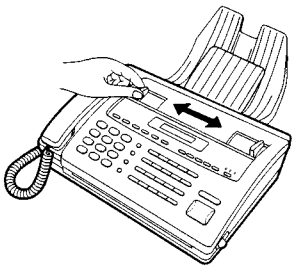
- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognise these colours.
- Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy used for transmission.

Loading the document

Up to 10 sheets can be placed in the feeder at one time. These will be automatically fed into the fax starting from the sheet on the bottom.

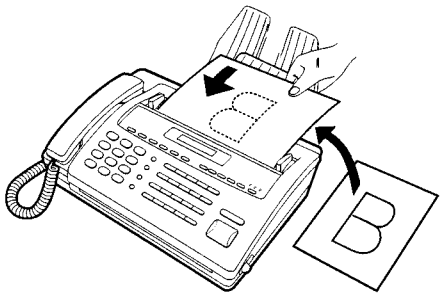
- If you need to send or copy more than 10 sheets, place the additional sheets gently and carefully in the feeder as the last sheet is being scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guides to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the fax first.

- The feeder will draw the leading edge of the document into the fax. SEND READY will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialling and transmission".

Resolution and contrast

If you want, you can adjust the resolution and contrast before sending a document.

Resolution

Your fax has 3 resolution settings:

STANDARD:	*Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.*
FINE:	*Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.*
HALF TONE:	*Use HALF TONE for photographs and illustrations. The original will be reproduced in 16 shades of grey.*

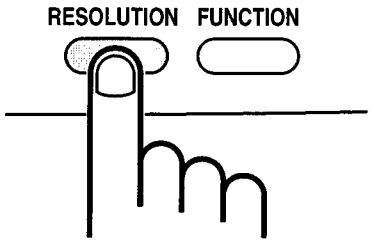
If you do not make a setting, the machine will automatically send the document in STANDARD. (The default setting can be changed to FINE by adjusting User Switch 1—see Chapter 10, "Optional settings".)

- In order to transmit with FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your fax will automatically step down to STANDARD.

Contrast

The contrast is normally set to AUTO, which means that the fax automatically controls the contrast, but for very light documents you can change the setting to DARK.

Making the settings



Press the RESOLUTION key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

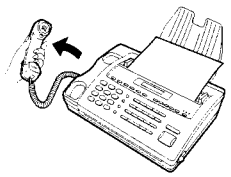
Dialling and transmission

Once you have loaded the document and made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialling, and you can select the one which best suits your needs.

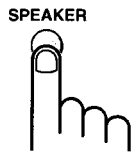
Normal Dialling

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

1

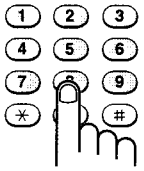


or



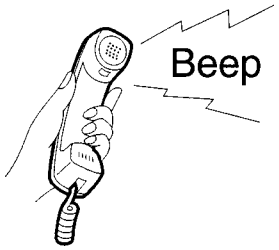
Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

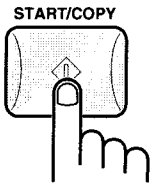
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the START/COPY key. Replace the handset if you used it.

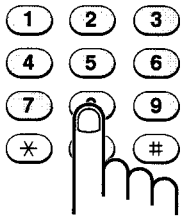
- When transmission is completed, the fax will beep.

Direct Keypad Dialling

If you don't need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **SPEAKER** key.

- Direct Keypad Dialling is a form of automatic dialling, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialling" in Chapter 3.)

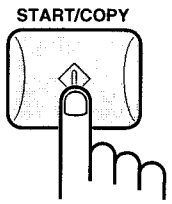
1



Enter the number of the receiving machine by pressing the numeric keys.

- If you are on a PBX and are dialling another number within that PBX, press the **HOLD** key before dialling.
- If you are dialling an international number, press the **HOLD** key after entering the access code for international numbers.

2

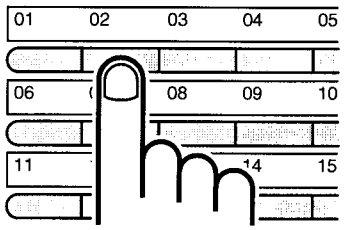


Check the display. If the number of the receiving machine shown is correct, press the START key.

- If it is not correct, press the **STOP** key to backspace and clear individual digits, and then re-enter the correct digits.

Rapid Key Dialling

If the number you want to dial has been stored for automatic dialling as a Speed Dial number from "01" to "20" (see "Storing Numbers for Automatic Dialling" in Chapter 3), you can dial it by pressing the corresponding Rapid Key.



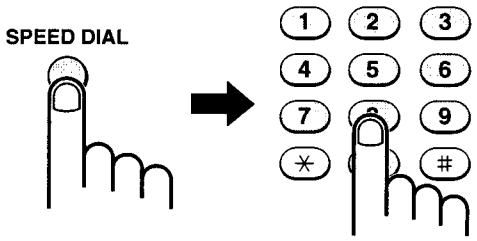
Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display, or the fax number if no name was stored for that number. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialling

Speed Dialling can be used to dial any number which has been stored for automatic dialling (see "Storing Numbers for Automatic Dialling" in Chapter 3).

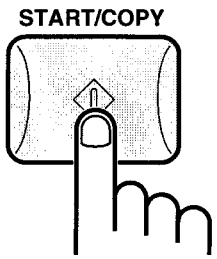
1



Press the SPEED DIAL key and then enter the two digits of the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2



Check the display. If the name or number shown is correct, press the START/COPY key. (If not, press the STOP key and then repeat Step 1.)

Chain Dialling

An automatic dialling number set for Chain Dialling (see "Storing Numbers for Automatic Dialling" in Chapter 3) can be combined with another automatic dialling number or digits entered manually with the numeric keys to dial one number up to 40 digits long. The following are some examples of how this can be done:

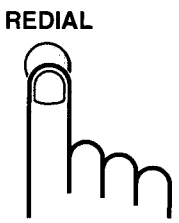
- Press appropriate Rapid Keys in the proper order. For example, press Rapid Key 01, then Rapid Key 02.
- Enter Speed Dial numbers in the proper order. For example, press the **SPEED DIAL** key and "22", then the **SPEED DIAL** key and "23". Press the **START/COPY** key after the final number to begin transmission.
- Press a Rapid Key and then manually enter a number by pressing appropriate numeric keys. Press the **START/COPY** key after the final numeric key to begin transmission. (Use this method, for example, when you have stored a long distance access code into a Rapid Key, and want to dial this in combination with a number which hasn't been stored as an automatic dialling number.)

Redialling

Using the REDIAL key

If the line is busy, you can press the **REDIAL** key to redial the number (the last number dialled is redialled).

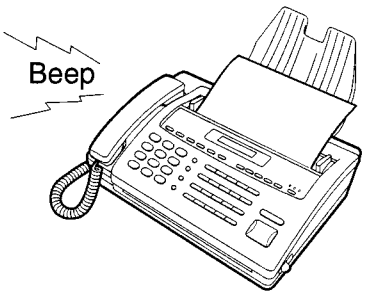
1



Press the REDIAL key.

- The speaker will be activated. (Be sure to adjust the speaker volume adequately.)

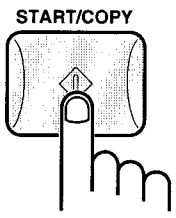
2



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other person answers, pick up the handset and ask them to press their Start key. This causes the other machine to issue a reception tone.

3



When you hear the reception tone, press the START/COPY key. Replace the handset if you used it.

Automatic redialling

If you use Direct Keypad Dialling or Automatic Dialling and the line is busy, the FO-435 will automatically redial the number. This will be done 2 times at intervals of 2.5 minutes.

- To stop automatic redialling, press the **STOP** key.

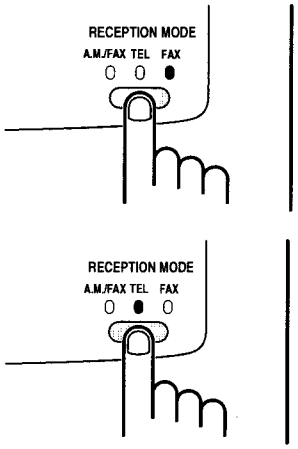
RECEPTION

The FO-435 has three modes of reception. Fax transmissions can be received in any of the three modes; however, this is done differently in each. The modes and their uses are as follows:

- **FAX mode:** Use this mode when you only want to receive fax transmissions. Reception will take place automatically, you do not need to be present. Automatic Fax/Phone Changeover, a special function for receiving both fax transmissions and voice calls, also operates in this mode.
- **TEL mode:** Use this mode when you want to receive both fax transmissions and voice calls on the same line. You must answer all calls using the handset, and activate reception of any faxes manually.
- **A.M./FAX mode:** Use this mode when you are out and want the built-in answering machine to answer all voice and fax calls.

The use of **FAX** mode and **TEL** mode is described in this chapter. **A.M./FAX** mode is described in Chapter 5, "Using the answering machine".

Setting the mode of reception

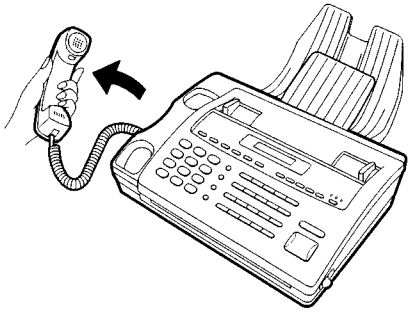


Set the mode of reception by pressing the RECEPTION MODE key one or more times.

- To select **FAX** mode, press the key until the **FAX** light comes on.
- To select **TEL** mode, press the key until the **TEL** light comes on.

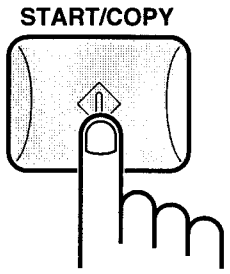
Using TEL mode

1



When your fax rings, pick up the handset.

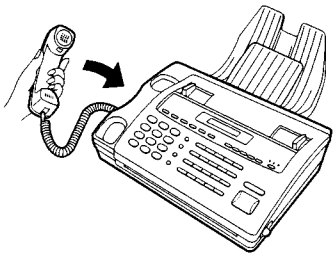
2



You will either hear a fax tone or the other party will speak to you.

- If you hear a fax tone, press the **START/COPY** key.
- If the other party first speaks with you and then wants to send a document, press the **START/COPY** key after speaking.

3



Hang up when RECEIVING appears in the display.

Using FAX mode

In **FAX** mode, the FO-435 automatically answers all calls and receives the incoming documents.

- *The machine is set to answer incoming calls after 1 to 2 rings; however, you can change this setting to 5 rings with User Switch 2 (see User Switches in Chapter 10).*

Tel/Fax Changeover

To receive voice calls in **FAX** mode, use Tel/Fax Changeover. When this function is turned on, the machine will detect whether an incoming call is a voice call or a fax transmission.

- If the call is a voice call, the machine will signal you to answer.
- If the call is a fax transmission, the machine will automatically start transmission.

Note: *An extension telephone connected to the FO-435 will not be able to signal voice calls when Tel/Fax Changeover is used (voice calls are only signalled by a special ringer in the FO-435). The handset of the extension telephone can, however, be picked up to answer a call.*

Turning Tel/Fax Changeover on and off

Tel/Fax Changeover has been turned on at the factory. You can turn it off or on by changing the setting of User Switch 3. See Chapter 10, "Optional settings".

- *Tel/Fax Changeover only functions in* **FAX** *mode.*

How the function operates

When a call comes in, the machine answers it. (The number of rings the machine waits before answering depends on the setting of User Switch 2.)

- If your fax detects a fax tone, it will begin reception automatically.
- If your fax doesn't detect a fax tone, it will make a special ringing sound (called pseudo ringing) for approximately 15 seconds, alerting you to pick up the handset.

In the latter case, if you do not pick up the handset within 15 seconds, your fax will issue a fax tone to the other fax machine. This allows the other party to send a document manually if they desire when you are out. The document will be received automatically.

- *If the other party calls with the intention of sending a document manually, your fax will treat the call as a voice call. This is because Normal Dialling is used for manual transmission, and no fax tone is issued. Your fax will only be able to recognize a fax transmission if the other party uses automatic dialling.*
- *The duration of pseudo ringing can be adjusted with User Switch 6 (see Chapter 10, "Optional settings"). Possible settings are 15, 30, 60, or 120 seconds (the factory setting is 15 seconds).*

5. USING THE ANSWERING MACHINE

SETTING UP

The FO-435's built-in answering machine allows you to receive both voice messages and fax transmissions while you are out.

When the answering machine is activated, the FO-435 automatically answers incoming calls and plays your outgoing message. Voice callers can leave a message just as with any regular answering machine. If the call is a fax transmission, the machine will automatically receive it.

- *Up to 11 minutes of incoming messages, memos, and phone conversations can be recorded, depending on the length of the outgoing message (max. 60 secs.) and transfer message (max. 15 secs.).*

Answering machine modes

The answering machine has three modes of operation. Choose the one which will best suit your needs:

1.
A.M./FAX mode
Use this mode when you want the machine to receive both voice messages and fax transmissions. This is the most versatile mode and the one you will generally want to select.
2.
FAX ONLY mode
Use this mode when you only want the machine to receive fax transmissions. Fax reception will begin after the outgoing message ends.
3.
A.M. ONLY mode
Use this mode when you only want the machine to receive voice messages.

The machine is set to A.M./FAX mode at the factory before shipping. If you want to change the setting, press the panel keys as follows:

Step	Press these keys:	Comments
1	FUNCTION, 0	Select A.M. SETTINGS.
2	#	Move to A.M. MODES.
3	START/COPY	Press **START/COPY**. The display will show the current answering machine mode setting.
4	# or *	Press "#" or "*" until the desired mode appears.
5	START/COPY	
6	STOP	Exit.

Note: *In A.M./FAX mode, the machine will automatically switch to fax reception if it detects a period of silence longer than 6 seconds after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.*

Recording the outgoing message

The outgoing message (OGM) is the message which is played after the machine answers a call to inform callers that they can leave a message or send a fax.

To use the answering machine, you must first record the outgoing message as shown below. Make sure the content of the message accords with the answering machine mode you have selected.

The following is an example of a message suitable for A.M./FAX mode:

"Hello, thank you for calling the ABC Company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start button to send a fax."

Important:

- *The microphone for recording the OGM is located on the bottom of the machine under the inscription* **MIC** *on the lower left hand corner of the machine. Make sure that the machine is not resting on a carpet or other article which could muffle the microphone and prevent clear recording.*

1

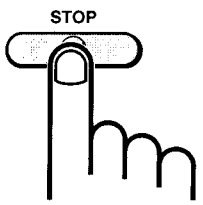
Press the OGM key, "1", and the REC key.

2

Speak facing the inscription MIC on the lower left corner of the machine at a distance of about 30 cm.

- The message can be up to 60 seconds long.
- While recording, the display will show the time remaining to record.

3

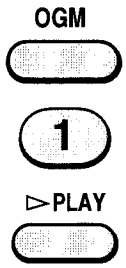


When finished, press the STOP key. The machine will return to standby mode.

- If 60 seconds elapses or the handset is lifted, the machine will automatically return to standby mode.

Note: *If an extension telephone is connected to the FO-435, the outgoing message cannot be recorded while the extension telephone is being used or while the machine handset is off-hook.*

To check the outgoing message



Press the OGM key, 1, and the PLAY key.

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the answering machine. The machine is set at the factory to allow each caller max. 4 minutes to leave a message. However, you can change this setting to 15, 30, or 60 seconds. To do so, press the panel keys as shown below:

- *Note that with all the settings, the machine will stop recording if it detects a busy tone or a period of silence longer than 6 seconds.*

Step	Press these keys:	Comments
1	FUNCTION, 0	Select A.M. SETTINGS.
2	#, #	Move to ICM RECORD TIME.
3	START/COPY	Press **START/COPY**. The display will show the current setting.
4	# or *	Press "#" or "*" until the desired ICM time appears.
5	START/COPY	
6	STOP	Exit.

Austria:

- *The selection, "4 minutes", is not available.*

Sweden:

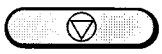
- *The initial setting is "3 minutes", not "4 minutes".*

Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The AUTO FAX RECEPTION ON AM FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- Automatic fax reception OFF: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before the machine answers; however, when you call the FO-435 from a remote location, this gives you a chance to listen to your messages and then erase them (see "Remote operations" which follows in this chapter).
- Automatic fax reception ON: The answering machine will deactivate and the reception mode will switch to **FAX** mode, allowing the FO-435 to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and erase the message memory (see "Remote operations").

Automatic fax reception is set to OFF at the factory before shipping. If you want to change it to ON, press the panel keys as follows:

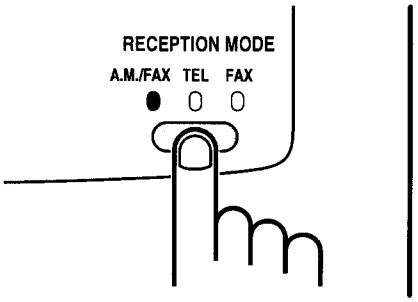
Step	Press these keys:	Comments
1	FUNCTION	Select A.M. SETTINGS.
2		Move to ON AM FAILURE.
3	START/COPY	
4	or	Press "**1**" to turn automatic fax reception on, or "**2**" to turn it off.
5	STOP 	Exit.

OPERATING THE ANSWERING MACHINE

Once you have recorded the outgoing message and made any other desired settings as described in the previous section, the answering machine is ready to be used.

Activating the answering machine

Activate the answering machine before you go out as follows:



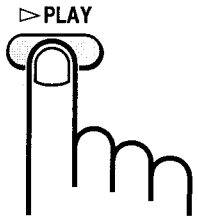
Press the RECEPTION MODE key one or two times to set the reception mode to A.M./FAX.

- The outgoing message will be played, and the answering machine will be activated. The answering machine mode selected will appear in the display.
- If no outgoing message has been recorded, an alarm will sound and the reception mode will change to **TEL**. Record an outgoing message as described in the previous section.

Note: *If the memory is full from messages previously recorded, MEMORY IS FULL will appear in the display. To set the reception mode to* **A.M./FAX**, *you must first erase the messages.*

Listening to received messages

When you return, the display will show the number of messages recorded. Listen to them as follows:



Press the PLAY key.

- The date and time of each message will appear in the display during playback. If no messages were received, NO MESSAGES will appear.
- To listen to a message a second time, press the **REPEAT** key before playback of that message ends. To move back to the previous message, press the **REPEAT** key within the first 3 seconds of the current message.
- To skip forward to the next message, press the **SKIP** key.

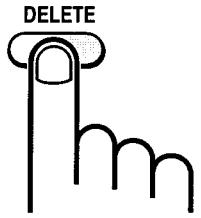
Note: *Playback will stop if you receive a call, lift the handset, press the* **STOP** *key.*

To only listen to new messages

If new messages have been recorded after old messages (messages which you previously listened to but did not erase), you can play back only the new messages by pressing and holding the **PLAY** key down at least two seconds.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full. This is done as follows:

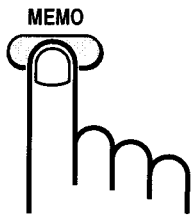


- **Erasing all messages**: To erase all messages, press and hold down the **DELETE** key for at least 2 seconds. Do this after playback has been completed, not during playback.

- **Erasing a single message**: To erase only a single message, press the **DELETE** key (do not hold it down) while the message is being played.

Using the MEMO key

You can use the **MEMO** key to record telephone conversations and messages for other users of the FO-435. These will be played back together with any incoming messages when the **PLAY** key is pressed.



- **Recording messages**: To record a message, hold down the **MEMO** key and speak facing the lower left corner of the machine at a distance of about 20 to 30 cm. When you have finished speaking, release the key.

- **Recording phone conversations**: To record a phone conversation, hold down the **MEMO** key during the conversation you want to record. When you are finished, release the key.

Date and time of ICMs

You can check the date and time of your received messages by pressing the panel keys as shown below. You can also print out the Message List as described in Chapter 11.

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. SETTINGS.
2	✳ ✳	Move to ICM CONFIRMATION.
3	START/COPY	The number of messages recorded will appear in the display.
4	# or ✳	Press "#" or "✳" one or more times to show the date and time of each of the messages. The message number will appear first, and then the date and time four seconds later.
5	STOP	Press **STOP** when you are finished.

Note: *The recorded dates and times are cleared each time you erase the messages.*

If the power is turned off...

The back-up 9 volt battery for voice messages will keep any recorded messages in memory if the power is turned off. However, the life of the battery is about 6 to 8 hours when the power is off, and this may decrease depending on conditions of usage. For this reason, we recommend that you do not turn the power off for extended periods of time when you have messages in memory.

- *If any messages are lost due to battery failure, MESSAGES CLEARED will appear in the display when the power is turned on. A message will also be printed out notifying you that voice messages were erased.*

REMOTE OPERATIONS

You can call the FO-435 from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change reception mode and answering machine settings.

- *We recommend that you do not use a tone dial remote unit, as this can cause distortions on the telephone line, leading to malfunctions.*

Remote code number

To perform remote operations, you must first program a remote code number. This number is used to prevent unauthorised people from listening to your messages or changing the settings of your machine. You can use any number up to 3 digits as the remote code number.

Step	Press these keys:	Comments
1	FUNCTION, 0	Select A.M. SETTINGS.
2	#, #, #	Move to REMOTE CODE.
3	START/COPY	
4	2, 2 (Example)	Enter a number (max. 3 digits) with the numeric keys.
5	START/COPY	
6	STOP	Exit.

Retrieving your messages

Toll Saver

When you call the FO-435 to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This enables you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

Germany, Austria:

- *This function is not available.*

Retrieving your messages from a remote location

Note: *You can also access the FO-435 for remote operation when the reception mode is set to FAX. In this case, call the FO-435, press the "#" key immediately after it answers, or during pseudo ringing if Automatic Fax/Phone Changeover is turned on (before you hear the fax tone in either case), and then continue from Step 3 below.*

1

Call the FO-435 from a tone dial telephone.

2

When your outgoing message begins, press the "#" key on the telephone.

- You will hear a short beep, and the outgoing message will stop.

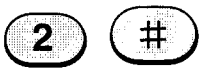
3

(Example)

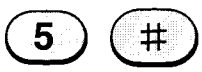
Enter your remote code number and "#" using the keys on the telephone.

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.

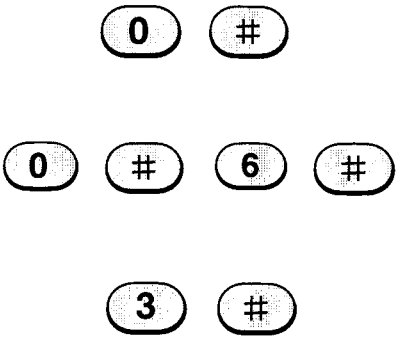
4



- **Repeat:** To listen to a message a second time, press "**2**" and "**#**" on the telephone before that message ends. To move back to the previous message, press "**2**" and "**#**" within the first 3 seconds of the current message.

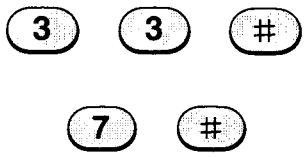


- **Skip forward:** To skip forward to the next message, press "**5**" and "**#**" on the telephone.



- **Stop:** To stop playback, press "**0**" and "**#**" on the telephone. After this, you can enter any of the commands described in the following section, "Other remote operations".
- **Play new messages:** To listen to only your new messages, first stop playback by pressing "**0**" and "**#**", and then press "**6**" and "**#**".
- **Erase a message:** To erase the message you are currently listening to, press "**3**" and "**#**" before it ends.

5



When you have finished listening to your messages, you can do any of the following:

- **Erase all messages:** To erase all of your messages, press "**3**", "**3**", and "**#**".
- **Repeat playback:** To listen to your messages again, press "**7**" and "**#**".
- **Perform other operations**: You can enter any of the commands described in the following section, "Other remote operations".
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you need to make the FO-435 release the line immediately after hanging up, press "*" twice before hanging up.

Comments:

- *When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.*
- *When entering a command, do not pause longer than 10 seconds between each digit. If you do, a 4-beep error signal will be issued and the digits entered up to that point will be disregarded. In this case, re-enter the command from the beginning.*
- *If you make two errors (cause two 4-beep signals to be issued) while entering your remote code number, the line will be disconnected. This prevents unauthorized people from attempting to guess your remote code number.*
- *If you pause for longer than 60 seconds before entering a command, you will be disconnected.*

Germany, Austria, Netherlands:

- *The machine will send a short beep signal every 3 minutes in Germany, every 2 minutes in Netherlands, and every 60 seconds in Austria, which has to be confirmed by pressing any key on the remote telephone, otherwise you will be disconnected.*

Other remote operations

After listening to your messages, you can do any of the operations described below by pressing the appropriate keys on the telephone.

Note: *The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing "0" and "#", and then enter the command.*

Changing the answering machine mode

(Example)

Select a new answering machine mode by pressing the keys as follows:

- A.M./FAX mode: "**1**", "**1**", and "**#**".
- A.M. ONLY mode: "**1**", "**2**", and "**#**".
- FAX ONLY mode: "**1**", "**3**", and "**#**".

Changing the fax reception mode

(Example)

Select a new reception mode by pressing the keys as follows:

- **A.M./FAX** mode: "**8**", "**1**", and "**#**".
- **FAX** mode: "**8**", "**2**", and "**#**".
- **TEL** mode: "**8**", "**3**", and "**#**"

Recording a new outgoing message

1

Press "4" and "*" on the telephone.

2

When you hear a short beep, speak into the telephone to record the new message.

- The time for the outgoing message is fixed at 60 seconds. After 60 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Turning the Transfer function on or off

(The Transfer function is described in the following section, "Other functions".)

(Example)

To turn Transfer on: Press "9", "1", and "#" on the telephone.

To turn Transfer off: Press "9", "2", and "#" on the telephone.

Changing the transfer telephone number

1

Press "9", "0", and "#" on the telephone.

2

(Example)

After you hear a short beep, enter the new telephone number. When finished, press "#".

- To insert a pause between any two digits of the number, press "*".

Recording a new transfer message

1

Press "9", "3", and "#" on the telephone.

2

When you hear a short beep, speak into the telephone to record the new message.

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

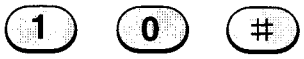
Room Monitor

This function lets you listen to the sounds in the room where the FO-435 is located. (Maximum of 3 minutes.)

1

Press "1", "0", and "#" on the telephone.

2



When you are finished, enter the above command one more time.

Recording a "Memo"

You can leave a "memo" for other users of the FO-435. This will be played back along with any other incoming messages when they listen to the latter.

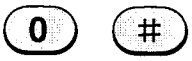
1

Press "✳" and "#" on the telephone.

2

When you hear a short beep, speak into the telephone to record the memo.

3



When you are finished, press "0" and "#".

- If the FO-435 detects a certain period of silence, it will stop recording automatically.

OTHER FUNCTIONS

Transfer function

The Transfer function is used to make the FO-435 automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

When you answer the telephone, you will hear your recorded message telling you that the call is a transfer call. Enter "#", your remote code number, and "#", and the machine will play back your messages. You can perform any of the remote operations described in the previous section.

Note: *When you hang up after a transfer call, the FO-435 will not immediately release the line. If you need to make a call immediately after a transfer call, enter "✳" twice before hanging up to free the line.*

Programming the transfer number

To use the Transfer function, you must first give the FO-435 the number to call (the transfer number). This is done by pressing the panel keys as follows:

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. SETTINGS.
2	✳ ✳ ✳ ✳	Move to TRANSFER # ENTRY.
3	START/COPY	
4	5 5 5 1 2 3 4 (Example)	Enter a transfer number (max. of 32 digits including pauses) using the numeric keys.
5	START/COPY	
6	STOP	Exit.

Note: *If needed, you can change the transfer number from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. Follow the steps below to record a transfer message. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

1

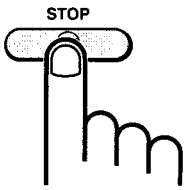
Press the OGM key, "2", and the REC key.

2

Speak facing the lower left corner of the machine (this is where the microphone is located) at a distance of about 30 cm.

- The message can be up to 15 seconds long.
- While recording, the display will show the time remaining to record.

3



When finished, press the STOP key. The machine will return to standby mode.

- If 15 seconds elapses or the handset is lifted, the machine will automatically return to standby mode.

Note: *If needed, you can record the transfer message from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Turning the Transfer function on and off

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. SETTINGS.
2	* * *	Move to TRANSFER FUNC.
3	START/COPY	

4	1 or 2	Press "**1**" to turn Transfer on, or "**2**" to turn it off.
5	STOP	Exit.

Note: *If needed, you can turn the Transfer function on or off from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Override Ringing

This function allows selected callers using a tone dial telephone to override the answering machine's outgoing message and make the pseudo ringer of the FO-435 ring, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To use Override Ringing, you must first program the override code. This can be any number up to 3 digits long. The override code is used by your callers to override the answering machine's outgoing message.

Important!

- *Make sure the override code is different from the remote code used for remote operations.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. SETTINGS.
2	# # # #	Move to OVERRIDE CODE.
3	START/COPY	
4	2 5 4 (Example)	Enter a number (max. 3 digits) with the numeric keys.
5	START/COPY	
6	STOP	Exit.

Using the function

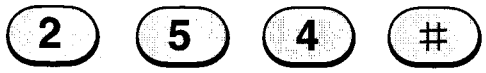
The procedure for overriding the answering machine is as follows:

1

Your caller calls the FO-435 from a tone dial telephone. When the outgoing message begins, they press the "#" key on the telephone.

- They will hear a short beep, and the outgoing message will stop.

2



(Example)

They enter the override code and "#" using the keys on the telephone.

- If an incorrect code is entered, they will hear four beeps. They must then re-enter the correct code within 60 seconds, or the line will be disconnected.

3

The pseudo ringer on the FO-435 will ring. Pick up the handset to answer the call. (Note that an extension telephone connected to the FO-435 will not ring.)

- If you do not answer within 30 seconds, the outgoing message will play again and the caller can then leave a message.

Notes

6. USING THE FO-435 AS A TELEPHONE

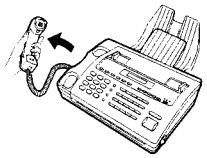
Your fax can be used like a regular telephone to make and receive voice calls.

Germany, Sweden, Austria, Switzerland:

- *When the power is off, you cannot dial to make telephone calls. However, you can receive incoming calls.*

Making telephone calls

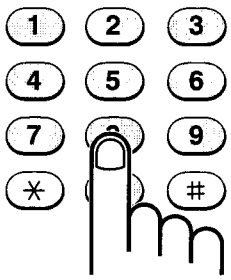
1



or

Pick up the handset or press the SPEAKER key. Listen for the dial tone.

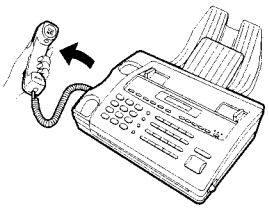
2



Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling**: Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.

3



Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset.

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection.

When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD** key one more time.

Issuing tone signals

If you are on a pulse dial line, you can use the "*" key to temporarily issue tone signals when you press the numeric keys. This allows you to use certain telephone services which require entering tone signals.

When you need to enter one or more tone signals, press the "*" key and then press the appropriate numeric keys.

To change back to pulse dial mode, simply hang up (the mode of dialling automatically changes back to the **DIAL** switch setting when you hang up).

Recording telephone conversations

You can use the **MEMO** key to record telephone conversations. Simply hold down the key during the conversation you want to record. When you are finished, release the key. Press the **PLAY** key to play back the conversation.

- *Telephone conversations are recorded together with any incoming messages the answering machine records. See "Operating the answering machine" in Chapter 5 for more details on playing back messages.*

Spain, Italy, Portugal:

- *This function is not available.*

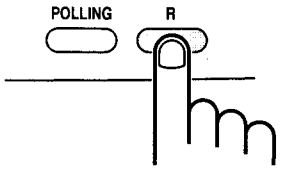
PBX operations

If the machine is connected to a PBX, you can use it to perform the following operations:

- **Making enquiry calls**: During a call, you can put the other party on hold, make a further call to a third party, and then go back to your original caller.
- **Transferring calls**: You can transfer a call to another number on the same PBX without operator assistance.

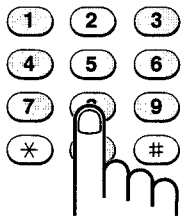
Making enquiry calls

1



During the telephone conversation, press the R key. This puts the other party on hold.

2



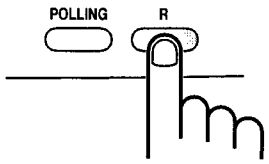
When you hear the dial tone, dial the number of the third party for the enquiry call.

3

When you have finished the enquiry call, you will be automatically returned to the original caller as soon as the third party hangs up.

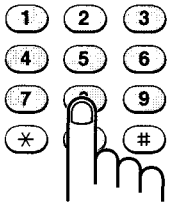
Transferring calls

1



During the telephone conversation, press the R key. This puts the other party on hold.

2



When you hear the dial tone, dial the number to which you want to transfer the call. When the other party answers, hang up, and the call will be transferred.

- If the other party does not answer, press the **R** key again to return to the original caller.

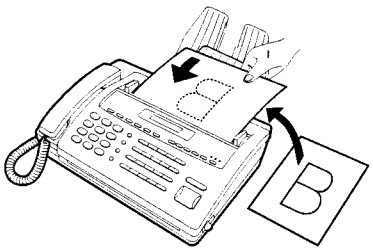
Notes

7. COPYING

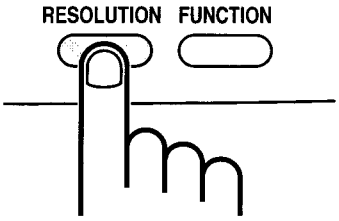
Your fax can also be used to make copies. In particular, this function can be used to make sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

- The default resolution for copying is FINE.

1

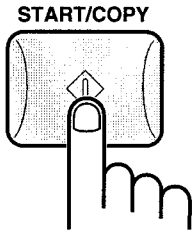


Load the document(s) face down.



- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2



Press the START/COPY key.

♦ ***Incoming calls during copying***

The fax goes into manual reception mode during copying, so if a call comes in at this time, pick up the handset to answer.

To receive a document, press the **START/COPY** key after copying is finished. If you want to begin reception immediately, press the **STOP** key to stop copying, and then press the **START/COPY** key as soon as the document has fed out and the machine has returned to standby mode.

Notes

8. USING AN EXTENSION TELEPHONE

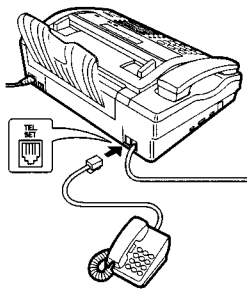
You can connect an extension telephone to the FO-435. If the telephone is a tone dial telephone, you can use it to activate fax reception by pressing "**5**" and "*".

Important:

- *You can also use the hook-up with Tel/Fax Changeover. In this case, the handset of the extension telephone can be picked up to answer calls; however voice calls and manual fax transmissions will not be signalled on the extension telephone (these are only signalled by the pseudo ringer of the FO-435).*
- *Although pulse dial telephones can be connected to the fax machine to receive voice calls, they cannot be used to activate fax receptions unless they are of the mixed-mode dialling type, which can be momentarily switched into tone dial mode by pressing the "*" key (you would therefore press "*", "5", and "*" to activate reception).*

Connecting an extension telephone

There are two ways in which you can connect an extension telephone to the fax machine:



- **Remove the seal covering the jack marked TEL. SET on the fax machine, and insert the end of the extension telephone line into the jack.**
- **Insert the end of the extension telephone line into the wall jack.**

Germany, Finland, Portugal, Sweden, Austria:

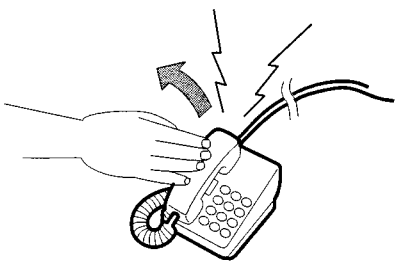
- *The extension telephone line must be inserted in the wall jack (the* **TEL. SET** *jack is not available on the machine).*

Activating fax reception with a tone dial telephone

Germany, Austria:

- *This function is not available.*

1



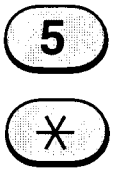
Answer the extension telephone when it rings. You will either hear a fax tone or the other party will speak.

- **If you hear a fax tone, go to Step 3.**

2

If the other party wants to send a fax after speaking, ask them to press their Start key.

3



Press "5" and "*" on your telephone.

- **Reception will begin. Hang up.**

Note:

- *The code used to activate fax reception ("5" and "*") can be changed by resetting User Switch 4. See Chapter 10.*

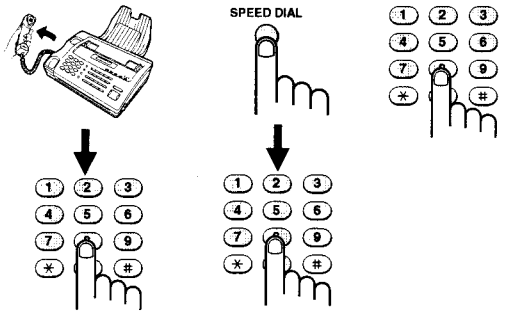
9. SPECIAL FUNCTIONS

POLLING

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Polling others

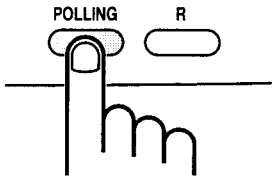
1



Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2



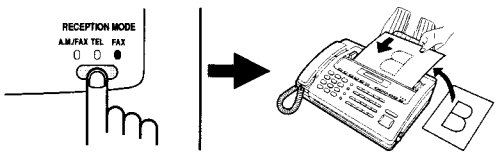
Press the POLLING key.

- When POLLING appears in the display, replace the handset if you used it. Reception will begin.

Being polled (Polling Standby)

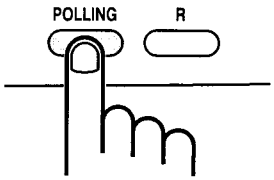
The procedure for letting another machine poll your machine is as follows:

1



Make sure the reception mode is set to FAX, and load the documents to be sent.

2



Press the POLLING key. Reception will begin when the other machine calls your machine and activates polling.

- Fax reception is possible whilst your machine is on polling standby.

Polling Security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is activated, polling will only take place when the following condition is met:

- The fax number of the polling fax machine has been stored in your fax's list of permitted fax numbers (called "passcode numbers"). The polling fax must also have its fax number correctly programmed into itself, as described in "Entering your name and fax number" in Chapter 3.

Turning Polling Security on and off

Step	Press these keys:	Comments
1	FUNCTION (3)	Enter ENTRY MODE.
2	(#) (#) (#)	Move to SECURITY SELECT.
3	(1) or (2)	Press "**1**" to turn polling security on, or "**2**" to turn it off.
4	START/COPY	
5	STOP	Exit.

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

Step	Press these keys:	Comments
1	FUNCTION 3	Enter ENTRY MODE.
2	# #	Move to PASSCODE # MODE.
3	1 or 2	Press "**1**" to set a number, or "**2**" to clear a number.
4	0 1 (Example)	**Storing**: Enter a 2-digit number (from 01 to 10). This number identifies the fax number you will enter in the next step. **Clearing**: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	5 5 5 1 2 3 4 (Example)	Enter the fax number (max. 20 digits).
6	START/COPY	
7	**Step 4 or** STOP	Return to Step 4 to store or clear another number, or press **STOP** to exit.

TIMER OPERATIONS

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at any one time, and the times they will be performed can be specified up to a week in advance.

You can use this function, for example, to take advantage of off-peak telephone rates without having to be there when the operation is performed.

- Code numbers are used to specify days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Comments:

- *Transmission and reception can still take place when a timer operation has been set. Make sure, however, that any such operations are completed before the specified time, or the timer operation may be delayed.*
- *A timer operation is automatically cleared from memory after it is completed.*

Setting the timer for a transmission

Step	Press these keys:	Comments
1	FUNCTION 1	Select RESERVATION MODE.
2	#	Move to SEND MODE.
3	1	Select SET.
4	1 0 3 0 (Example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
5	2 (Example)	Enter the code for the day of the operation (skip this step if the operation will be performed within the next 24 hours).

6	START/COPY	
7	SPEED DIAL 2 5 (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed Dial number. • Enter a full number.
8	START/COPY	
9	RESOLUTION	Adjust the resolution and/or contrast if desired.
10	START/COPY	Load the document in the feeder sometime before the specified time of transmission.
11	STOP	Exit.

Setting the timer for a polling operation

Step	Press these keys:	Comments
1	FUNCTION 1	Select RESERVATION MODE.
2	✳	Move to POLL MODE.
3	1	Select SET.
4	1 0 3 0 (Example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
5	2 (Example)	Enter the code for the day of the operation (skip this step if the operation will be performed within the next 24 hours).
6	START/COPY	

8	SPEED DIAL (2) (5) (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed Dial number. • Enter a full number.
9	START/COPY	
10	STOP	Exit.

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

Step	Press these keys:	Comments
1	FUNCTION (1)	Select RESERVATION MODE.
2	(*) or (#)	Press "#" to cancel a transmission operation, or "*" to cancel a polling operation.
3	(2)	Select CLEAR.
4	START/COPY	
5	STOP	Exit.

PAPER SAVE AND TIME SAVE

Paper Save

This function reduces the vertical length of documents received, allowing you to save recording paper. Paper Save has the following two modes:

MODE 1: Only the white spaces between lines are reduced; printed letters and graphics are not reduced.

MODE 2: The entire page is reduced by 50%.

Paper Save is turned on by resetting User Switch 7. The procedure is described in Chapter 10, "Optional Settings".

- *Mode 2 will only operate when standard resolution is used (Mode 2 reduces clarity and is not suitable for documents containing fine print or graphics).*
- *Once you turn Paper Save on, it remains effective for all operations until you turn it off. "S" will appear highlighted in the display while Paper Save is on.*

Time Save

This function reduces the vertical length of documents transmitted by 20%, reducing the time required for transmission and thereby allowing you to save on telephone costs.

Time Save is turned on by resetting User Switch 8. The procedure is described in Chapter 10, "Optional Settings".

- *Once you turn Time Save on, it remains effective for all operations until you turn it off. "T" will appear in the display while Time Save is on.*

Notes

10. OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune the FO-435 to better suit your needs. The settings are called User Switches, and they are made using the panel keys. Each switch is described in the list below.

Accessing the switches

Step	Press these keys:	Comments
1	FUNCTION (4)	Select USER SWITCH MODE.
2	(#) or (*)	Move through the list of switches by pressing "#" to move forward, or "*" to move backward. The switches will appear in the order listed below.
3	(2) (Example)	When the desired switch appears in the display, make the setting.
4	STOP	Exit.

Switch settings

Switch 1: FINE RESOLUTION PRIORITY
This sets the default resolution for document transmission. Press "**1**" (YES) to set it to FINE, or "**2**" (NO) to set it to STANDARD.

Factory setting: "**2**"

Switch 2: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax waits before answering an incoming call in FAX mode. Press "**1**" to select 5 rings, or "**2**" to select 1 to 2 rings.

Factory setting: "**2**"

Switch 3: TEL/FAX CHANGEOVER
Press "**1**" (YES) to have the machine detect whether incoming calls are voice calls or fax transmissions in FAX mode. Press "**2**" (NO) to disable the function.

Factory setting: "**1**"

Switch 4: TEL/FAX REMOTE NUMBER
This sets the 1-digit code number for transferring an incoming fax from an extension telephone to the FO-435. Enter any number from "**0**" to "**9**".

Factory setting: "**5**"

Switch 5: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out Transaction Reports. Enter a number from "**1**" to "**4**" as follows:

"**1**" (ALWAYS PRINT):	Print out after each transmission, reception, or error.
"**2**" (ERR/TMR PRINT):	Print out only after an error occurs.
"**3**" (SEND ONLY):	Print out only after a transmission.
"**4**" (NEVER PRINTS):	Never print out.

Factory setting: "**2**"

Germany:

- *Setting "**4**" is not available.*

Switch 6: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing when Tel/Fax Changeover is enabled. Enter a number from "**1**" to "**4**" as follows:

"**1**" (15 SEC.):	15 seconds
"**2**" (30 SEC.):	30 seconds
"**3**" (60 SEC.):	60 seconds
"**4**" (120 SEC.):	120 seconds

Factory setting: "**1**"

Switch 7: PAPER SAVE
This reduces the vertical length of documents received, allowing you to save paper. Enter a number from "**1**" to "**3**" as follows ("S" will appear highlighted in the display while Paper Save is turned on):

"**1**" (MODE 1):	Reduce only the white spaces between lines.
"**2**" (MODE 2):	Reduce the entire document by 50% (only when standard resolution is used).
"**3**" (NO):	No Paper Save.

Factory setting: "**3**"

Switch 8: TIME SAVE
This reduces the vertical length of documents transmitted by 20%, saving line time and thereby allowing you to reduce telephone costs. Press "**1**" to turn the function on, or "**2**" to turn it off.("T" will appear highlighted in the display while Time Save is turned on):

Factory setting: "**2**"

Switch 9: LANGUAGE SELECT
This sets the language used in display messages, reports, and lists. Press the **START/COPY** key, the "**#**" key or the "*****" key one or more times until the desired language appears in the display, and then the **START/COPY** key again.

Switch 10-1: PBX CONNECTION
Press "**1**" (YES) if the machine is connected to a PBX. Press "**2**" (NO) if it is connected to a regular public line.

Factory setting: "**2**"

(If you select "**1**", Switch 10-2 will subsequently appear in the display. If you select "**2**", Switch 1 will appear. In the latter case, press **STOP** to exit.)

Switch 10-2: PBX SELECT
This sets the mode used for connecting calls from a PBX to an outside line. Refer to your PBX manual or consult your supplier for the correct setting. Make the selection by entering a number from "**1**" to "**3**" as follows:

"**1**":	Earth
"**2**":	Flash
"**3**":	ID

Factory setting: "**3**"

(If you select "**3**", Switch 10-3 will subsequently appear in the display. If you select "**1**" or "**2**", Switch 10-4 will appear.)

Switch 10-3: PBX ID NO.
If you set User Switch 10-2 to "**3**" (PBX ID digit mode), use this switch to enter your PBX ID number (maximum of 3 digits). Press the **START/COPY** key when finished.
Note: To change a number or correct a mistake, see "Entering letters for names" in Chapter 3.

Switch 10-4: REGISTER RECALL
This sets the recall mode used for transferring calls on a PBX. Refer to your PBX manual or consult your supplier for the correct setting. Make the selection by entering a number from "**1**" to "**3**" as follows:

"**1**":	Earth recall
"**2**":	Flash
"**3**":	No operation

Factory setting: "**2**"

Notes

11. PRINTING OUT REPORTS AND LISTS

You can print out a variety of lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. Each list and the report is described below.

Printing out a list

Step	Press these keys:	Comments
1	FUNCTION (2)	Select LISTING MODE.
2	(#) or (✳)	Move through the lists by pressing "#" or "✳". Stop when the desired list appears in the display.
3	START/COPY	Print out the list.

Reservation List

This list shows the timer operations which are currently set.

Telephone List

This list shows the fax and voice numbers which have been stored for automatic dialling.

User Switch List

This list shows the current setting of all User Switches.

Passcode List

This list shows settings made for polling security, your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

A.M. Program List

This list shows the settings and codes programmed for the answering machine.

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time of recording, the length, and the type (ICM or memo).

Transaction Report

This report is printed out automatically after an operation is performed to allow you to check the result. The machine is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every transaction (and error), every transmission (and error), or not at all. Change the setting by resetting User Switch 5.

- The report cannot be printed out manually.

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the fax paper or document occurred.

NO PAPER - No fax paper.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See the appropriate list below based on whether you were transmitting or receiving.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

Transmission errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Cannot recognize the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.

Reception errors

E-O	Able to recognize handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognize the handshake signal from the transmitter side.
E-3	Cannot recognize the last handshake signal from the transmitter side.
E-4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognize the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.

12. MAINTENANCE

RECORDING PAPER

Your fax prints by a process called thermal printing. The print head applies heat to special paper which is chemically treated to change colour when heated to a certain level, and this creates the printed text or image.

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp fax (thermal) paper which is available from your dealer:

FO-20PR THERMAL PAPER (30 m roll)

- The use of any other paper may result in poor copy quality and excessive build-up of residue on the head.

Handling fax paper

Do not unpack the paper until you are ready to use it. It may become discoloured if:

- It is stored in a place with high humidity or high temperature.
- It is exposed to direct sunlight.
- It comes in contact with glue, thinner, or a freshly copied blueprint.
- It is scratched, causing heat due to friction.
- A rubber eraser or adhesive tape is used on it.

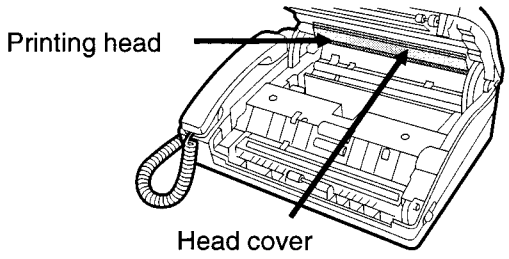
Replacing the fax paper

When the paper runs out, NO PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

CLEANING THE MACHINE

Fax printing head

Clean the printing head frequently to ensure optimum printing performance. To clean the head, first turn off the power, open the operation panel, and remove the fax paper.



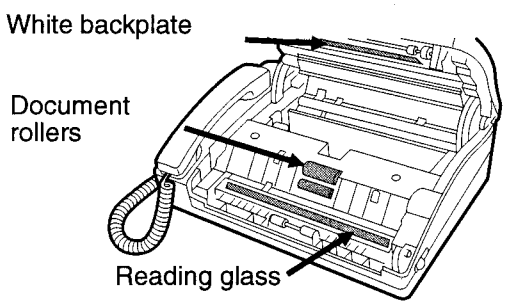
Wipe the printing head and edge of the head cover with a soft cloth dampened with isopropyl alcohol.

Caution!

- *Do not use benzene or thinner. Avoid touching the head with hard objects.*
- *The head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the head to cool prior to cleaning.*

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel, and clean them as shown below.



Wipe the reading glass, white backplate, and rollers with a cotton pad or soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- *Do not use benzene or thinner. These solvents may damage or discolour the machine.*

13. TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Make sure the power switch has been switched to the correct position. • Connect another electrical appliance to the outlet to confirm that it is live.
The machine does not respond to any key operation.	• If a beep sound is not made when the keys are pressed, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size of the document (see "Transmittable documents" in Chapter 4).
Dialling cannot be performed.	• Make sure the power is on for Automatic Dialling. • Make sure that the telephone line is properly connected to the **TEL. LINE** jack. • Make sure that the setting of the **DIAL** switch is correct (tone "**T**" or pulse "**P**").
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the fax paper is properly loaded at the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has fax paper. • Make sure that the telephone line cord is plugged into the "**TEL. LINE**" socket, and not the "**TEL. SET**" socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your machine. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the "**TEL. LINE**" socket, and not the "**TEL. SET**" socket.
The fax paper does not come out.	• The fax paper may be jammed. See "Clearing jammed fax paper" in this chapter.

Problem	Check and remedy
The fax paper comes out blank when you try to receive or copy a document.	• Make sure that the fax paper is properly loaded in your fax. (If the roll has been loaded upside down, nothing will be printed.) • For reception, make sure that the document for transmission is loaded face down in the feeder of the transmitting machine.
The received image has low contrast.	• Make sure that the recommended recording paper is used (see "Recording paper" in Chapter 12). • Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The recording head may be dirty (see "Cleaning the scanning and printing parts" in Chapter 12). • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
Copies are distorted.	• Make sure that the recommended recording paper is used (see "Recording paper" in Chapter 12). • Make sure that the fax paper is properly loaded in your machine. • The recording head may be dirty (see "Cleaning the scanning and printing parts" in Chapter 12).
Reception/copying is interrupted.	• If reception or copying has been done continuously for a long time, the printing head may be overheated. Turn off the power and let it cool down.
No reception occurs when polling is attempted.	• Make sure you have not run out of fax paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your fax and in the transmitting machine.
The answering machine does not operate.	• Make sure the reception mode is set to **A.M.** (press the **RECEPTION MODE** key). • Make sure an outgoing message has been recorded.
Nothing is heard when recorded messages are played back.	• Turn the speaker volume control to "**H**" (high).
A strange sound is heard during playback.	• Clean the message memory by pressing the **OGM** key and then the **DELETE** key.

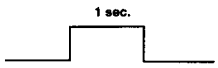
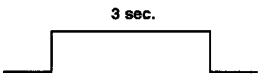
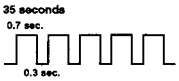
MESSAGES AND SIGNALS

Display messages

TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.
NO PAPER	You have run out of fax paper.
COVER OPEN	The cover is open. Close it.
DOCUMENT JAM	The document is jammed. See the following section, "Clearing a jammed document".
E	Transmission or reception was not successful. Try again.
FUNCTION MODE	The **FUNCTION** key has been pressed.
STORED	Programming has been completed.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
SEND READY	A document has been loaded and the fax is waiting for transmission or copying instructions.
OVER HEAT	The printing head has overheated. Operation may be continued once it cools.
A.M. ONLY MODE	The answering machine is in A.M. mode.
FAX ONLY MODE	The answering machine is in FAX mode.
A.M./FAX MODE	The answering machine is in A.M./FAX mode.
A.M. TRANSF.	The answering machine is in A.M. mode and the Transfer function is enabled.
A.M./FAX TRANSF.	The answering machine is in A.M./FAX mode and the Transfer function is enabled.
MESSAGES RCVD	The number of incoming messages which have been received.
OGM NOT RECORDED	The reception mode cannot be set to **A.M./FAX** because no outgoing message has been recorded. Record an outgoing message.

MEMORY IS FULL/ PRESS PLAY KEY	The memory for incoming messages is full. Listen to the messages and erase them.
REPLACE BATTERY/ BATTERY ERROR	The back-up battery for outgoing and incoming messages has failed. Replace it as described in "Installing the battery" in Chapter 2.
A.M. ERROR	An error has occurred in the answering machine. Reset it by turning off the power and removing the back-up battery for voice messages (see "Installing the battery" in Chapter 2). Wait about 30 seconds, and then replace the battery and turn the power back on.

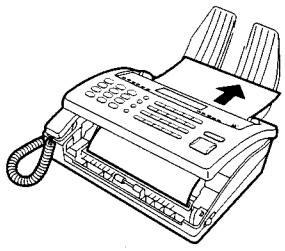
Audible signals

Continuous tone		Indicates the end of transmission, reception, or copying.
		Indicates incomplete transmission, reception, or copying, or that the operation panel is open.
Rapid intermittent tone		Indicates that the handset is off hook. (To stop the tone, replace the handset.)

CLEARING PAPER JAMS

Clearing a jammed document

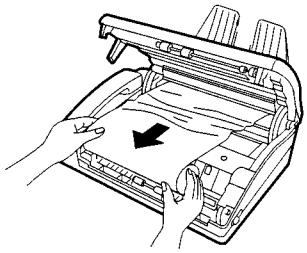
If a document doesn't feed properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START/COPY** key.
If "E" (communication error) appears, press the **STOP** key to clear the display, then press the **START/COPY** key to make the document feed out.
If the document doesn't feed out, open the cover and pull it out gently.



- Before closing the cover, make sure the leading edge of the fax paper is set properly (it should extend to the outlet at the rear of the fax).

Clearing jammed fax paper

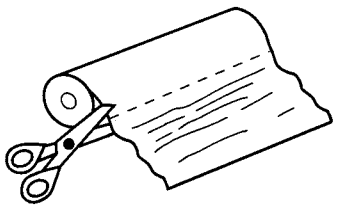
1



Open the cover and remove the paper roll.

- If the paper will not come out easily due to the cutter being stuck in the cutting position, pull on the right side of the paper so that it slides to the right and out.

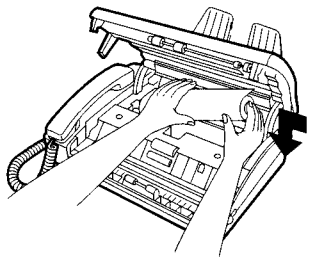
2



Cut off the wrinkled part of the paper.

- If any pieces of paper are stuck in the cutter, remove them with caution.

3



Reload the paper.

- Jammed fax paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in "Loading the Fax Paper" in Chapter 2.

- **Note:**

If you are finding it difficult to reload the recording paper, the cutter may still be engaged in the cutting position. Make sure that no pieces of recording paper are stuck in the cutter assembly, and then close the operation panel and re-open it. This will reset the cutter assembly, allowing you to reload the recording paper.

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network / PBX
Compatibility:	ITU-TS (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	Modified Huffman and Sharp special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 8 lines/mm Vertical: Standard — 3.85 lines/mm Fine/Halftone — 7.7 lines/mm
Recording system:	Thermal recording
Display:	7 x 5 dots, 1 line by 16-digit display
Automatic cutter:	Standard (to length of original)
Reception modes:	A.M./FAX TEL FAX
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time*:	Approx. 15 seconds (Sharp special mode)
Effective recording width:	210 mm max.
Input document size:	Automatic feeding: Width — 148 to 216 mm Length — 128 to 297 mm Manual feeding: Width — 148 to 216 mm Length — 128 to 1000 mm
Effective scanning width:	210 mm max.
Automatic document feeder:	Standard (10 sheets max.)
Halftone (grey scale):	Standard (16 levels)
Contrast control:	Automatic/Dark selectable
Copy function:	Standard
Telephone function:	Standard
Noise emission:	Less than 70 dBA (Measured according to DIN 45635.)
Power requirements:	220-230 V AC, 50 Hz
Operating temperature:	5 to 35°C
Power consumption:	Stand-by: 8.5 W Maximum: 120 W
Dimensions:	Width: 340 mm Depth: 255 mm Height: 115 mm
Weight:	Approx. 3.8 kg
Message recording time:	11 minutes max.
OGM recording time:	60 seconds max.

* Based on ITU-TS (CCITT) Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-TS phase C time only).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

QUICK REFERENCE GUIDE

Use this guide as a convenient reminder for operating the machine after you have read the detailed instructions for each procedure in the manual.

Note:

- *Steps which are optional are enclosed in a dotted frame:*

Transmitting documents

Normal Dialling	Load document → RESOLUTION → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → START/COPY → Hang up
Direct Keypad Dialling	Load document → RESOLUTION → Dial (press numeric keys) → START/COPY
Rapid Key Dialling	Load document → RESOLUTION → Press Rapid Key
Speed Dialling	Load document → RESOLUTION → SPEED DIAL → Enter Speed Dial number (press 2 numeric keys) → START/COPY
Redialling	Load document → RESOLUTION → REDIAL → Wait for reception tone → START/COPY

Making voice calls

Normal Dialling	Lift handset or press **SPEAKER** → Dial (press numeric keys) → Lift handset if you pressed **SPEAKER**
Rapid Key Dialling	Lift handset or press **SPEAKER** → Press Rapid Key → Lift handset if you pressed **SPEAKER**
Speed Dialling	Lift handset or press **SPEAKER** → SPEED DIAL → Enter Speed Dial number (press 2 numeric keys) → Lift handset if you pressed **SPEAKER**
Redialling	Lift handset or press **SPEAKER** → REDIAL → Lift handset if you pressed **SPEAKER**

Operations using the FUNCTION key

The following chart shows how to access **FUNCTION** key operations. Once you have accessed the desired operation, follow the instructions which appear in the display.

Answering machine settings	FUNCTION 0 → # or * (Press until desired item appears)
Timer operations	FUNCTION 1 → # or *
Printing out lists	FUNCTION 2 → # or * (Press until desired item appears)
Entering your name and number	FUNCTION 3 → * *
Setting the date and time	FUNCTION 3 → *
Entering/clearing Rapid Key and Speed Dial numbers	FUNCTION 3 → # → 1 or 2
Setting User Switches	FUNCTION 4 → # or * (Press until desired item appears)

REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation .

Cut it out and carry it with you when you go out.

Remote Operation Guide

SHARP

1. Call your fax from a touch-tone telephone.
2. When your outgoing message begins, press [#] .
3. Enter your remote code: [ ][ ][ ] .
4. Press [#] .
5. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat .... 2 #
  - Skip forward ..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message .... 3 #
  - Erase all messages ..... 3 3 #
- **ANSWERING MACHINE MODES**
  - A.M./FAX mode ..... 1 1 #
  - A.M. ONLY mode ..... 1 2 #
  - FAX ONLY mode ..... 1 3 #
- **RECORDING A MEMO**
  - Start ..... * #
  - End ..... 0 #
- **FAX RECEPTION MODES**
  - A.M./FAX mode ..... 8 1 #
  - FAX mode ..... 8 2 #
  - TEL mode ..... 8 3 #
- **RECORDING A NEW OGM**
  - Start ..... 4 *
- **TRANSFER FUNCTION**
  - Turn on ..... 9 1 #
  - Turn off ..... 9 2 #
  - New transfer number ..... 9 0 #
    → (Tel.#) #
  - Record transfer OGM ..... 9 3 #
  - To quickly disconnect ..... * *
- **ROOM MONITOR**
  - Start ..... 1 0 #
  - End ..... 1 0 #